



# **Illinois National Guard**

## **Readiness Guide**

### **For Service Members and Families**



#### **Always Ready, Always There**

**“Whether it is responding to a natural disaster here at home or fighting our nation’s enemies abroad, the National Guard lives that motto. But we can’t be ready or there without the love and support of our Families. The Illinois National Guard must ensure that each Family has tools it needs to grow and thrive while it’s Soldier and Airman fulfills his or her duties.”**

**Major General William L. Enyart**



www.il.ngb.army.mil - 800-832-9225

Members Unit: \_\_\_\_\_

Unit Mailing Address: \_\_\_\_\_

Rear Detachment/Unit Family Liaison Name and Phone Number: \_\_\_\_\_

Family Assistance Center Specialist or Airman & Family Readiness Program Manager Name and Phone Number: \_\_\_\_\_

Chaplain's Name and Phone Number: \_\_\_\_\_

## **AMERICAN RED CROSS**

### Information to expedite communicating with Military loved ones:

Service Member Name and Rank: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Branch of Service: \_\_\_\_\_

Deployed Military Address: \_\_\_\_\_

Home Base Unit: \_\_\_\_\_

If it is a serious illness/injury	If it is a Death
Physician Name:	Funeral Home Name:
Phone Number:	Phone Number:
Service Member Relationship to Patient:	Service Member Relationship to Deceased:

**After all the above information is available, please call 800-696-3873 or 877-272-7337 to have a message sent.**



DEPARTMENTS OF THE ARMY AND AIR FORCE  
Illinois Army National Guard  
1301 North MacArthur Boulevard  
Springfield, IL 62702-2399

NGIL Policy/ Procedure Memo 2010-001 (ILNG)

08 January 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Illinois National Guard Yellow Ribbon Reintegration Program

1. REFERENCES:

a. Section 582 of Public Law 110-181, National Defense Authorization Act for Fiscal Year 2008, 28 January 2008.

b. Secretary of Defense Memorandum, Designation of the Under Secretary of Defense for Personnel and Readiness (USD (P&R) as the DoD Executive Agent for the Yellow Ribbon Reintegration Program, 22 July 2008.

c. Under Secretary of Defense for Personnel and Readiness memorandum, Directive-Type Memorandum (DTM) 08-029, Implementation of the Yellow Ribbon Reintegration Program, 22 July 2008.

d. Office of the Assistant Secretary of the Air Force memorandum, Air Force Implementation Instructions in Support of Directive-Type Memorandum (DTM) 08-029, Implementation of the Yellow Ribbon Reintegration Program, 17 November 2008.

2. PURPOSE. Authorized by the National Defense Authorization Act of 2008, the Department of Defense (DoD) Yellow Ribbon Reintegration Program (YRRP) will provide National Guard and Reserve Members and their Families with information, services, referral, and proactive outreach opportunities throughout the entire deployment cycle (Pre-Deployment, Deployment, Demobilization, and Post-Deployment / Reconstitution). It is my intent to establish an ILNG YRRP that provides a continuum of support and high standard of care for Army and Air National Guard members and their Families. Guidance contained herein outlines the specific policies, procedures, and responsibilities required to implement the program.

3. POLICY:

a. A Joint National Guard YRRP Management Office has been established within the JFHQ, Office of the HRO/J1. This office is responsible for management and oversight of the program and provides all policy and guidance. In addition, this office will serve as the primary point of contact among the ILNG Army and Air Commanders, as well as with responsible program offices at NGB Joint, Army and Air staff.

b. DoD YRRP events and activities will be held for all National Guard members and their families when they are called or ordered to active duty or full time operational support, other than for training, for 90 consecutive days or more (in the case of the Air National Guard, 90 cumulative days or more during a fiscal year). At a minimum, events and activities will be provided in all phases of deployment, conducted in a timely manner in geographically convenient locations, and occur as often as possible to ensure maximum participation by National Guard members and their families.

c. Attendance at DoD YRRP events is mandatory for National Guard personnel described in para 3b. The Army and Air National Guard will ensure that Soldiers and Airmen receive appropriate pay and allowances for their participation. The pay status of the service member attending events will be determined by each respective service. Commanders are urged to educate personnel in YRRP services and to encourage Family attendance at scheduled events.

#### 4. IMPLEMENTATION:

a. Army and Air National Guard units which have ten or more members scheduled to attend a 30/60 day event are responsible to send a representative to that event for personnel accountability.

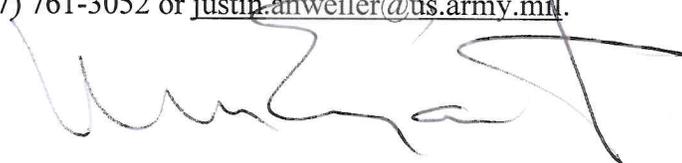
b. Chaplain support will be provided by the ILNG Chaplain Corps.

c. Legal briefing support will be provided by the ILNG SJA office.

d. 90-day events will be conducted at individual units. Freedom Salute and ANG Home Town Hero Awards ceremonies will be conducted at these events. Units are encouraged to request counselors at these events. Requests should be directed to the Transition Assistance Advisor, Ms. Darlene Bertoni at (217) 761-3052 or [darlene.bertoni@us.army.mil](mailto:darlene.bertoni@us.army.mil) at least three weeks in advance.

e. Approximately 180 days following deployment, Unit Commanders will request a follow up visit by the Yellow Ribbon team. All requests should be directed to Yellow Ribbon office, 217-761-3052. Request should be made 30 days in advance of follow up visit.

5. This guidance is effective immediately and supersedes all previous ILNG YRRP guidance. The success of the ILNG YRRP is a top priority for our leadership. Command emphasis on the DoD YRRP at all levels and in our communities is essential. Point of contact for the Joint ILNG YRRP is 2LT Justin Anweiler at (217) 761-3052 or [justin.anweiler@us.army.mil](mailto:justin.anweiler@us.army.mil).



WILLIAM L. ENYART  
Major General, ILNG  
The Adjutant General

Distribution:  
A, B



## *Table of Contents*

<u>Section</u>	<u>Title</u>	<u>Page Number</u>
I	<b>Introduction</b> <ul style="list-style-type: none"> <li>i. About the Readiness Guide <span style="float: right;">2</span></li> <li>ii. Mission and Vision of Illinois National Guard Family Program <span style="float: right;">2</span></li> <li>iii. The Adjutant General and Spouse <span style="float: right;">3</span></li> <li>iv. Position Descriptions               <ul style="list-style-type: none"> <li>a) Air                   <ul style="list-style-type: none"> <li>1. Airman &amp; Family Readiness Program Manager <span style="float: right;">4</span></li> <li>2. Key Office Volunteer <span style="float: right;">5</span></li> </ul> </li> <li>b) Army                   <ul style="list-style-type: none"> <li>1. Director of Psychological Health <span style="float: right;">6</span></li> <li>2. Family Assistance Center Representative <span style="float: right;">6</span></li> <li>3. Family Readiness Support Assistant <span style="float: right;">7</span></li> <li>4. Military &amp; Family Life Consultant <span style="float: right;">7</span></li> <li>5. Personal Financial Consultant <span style="float: right;">7</span></li> <li>6. State Youth Coordinator <span style="float: right;">8</span></li> <li>7. Yellow Ribbon Reintegration Program <span style="float: right;">8</span></li> </ul> </li> </ul> </li> <li>v. FACs and FRSAs <span style="float: right;">9</span></li> <li>vi. State of Illinois Family Assistance Centers <span style="float: right;">10</span></li> </ul>	
II	<b>Public Affairs</b> <ul style="list-style-type: none"> <li>i. Battle Drill: React to MEDIA Contact <span style="float: right;">13</span></li> <li>ii. Operational Security (OPSEC) <span style="float: right;">14</span></li> </ul>	
III	<b>Steady State Readiness</b> <ul style="list-style-type: none"> <li>i. Joint Service Member and Family Support Services <span style="float: right;">18</span></li> <li>ii. Family Assistance Centers <span style="float: right;">19</span></li> <li>iii. Joint Family Support Assistance Program <span style="float: right;">20</span></li> <li>iv. Joint Services Support Website <span style="float: right;">22</span></li> <li>v. Benefits <span style="float: right;">23</span> <ul style="list-style-type: none"> <li>a) Commissary (Grocery Store)</li> <li>b) Exchange (Department Store)</li> <li>c) Morale Welfare &amp; Recreation (MWR)</li> </ul> </li> <li>vi. Military OneSource <span style="float: right;">24</span></li> </ul>	
IV	<b>Deployment Readiness</b> <ul style="list-style-type: none"> <li>i. Defense Enrollment Eligibility Reporting System (DEERS) <span style="float: right;">27</span></li> <li>ii. Identification (ID) Card for Family Members <span style="float: right;">27</span></li> </ul>	



<p>IV</p>	<p><b>Deployment Readiness (con't)</b></p> <ul style="list-style-type: none"> <li>iii. Preparing for Deployment <ul style="list-style-type: none"> <li>a) Single Service Members</li> <li>b) Taking Care of Yourself During the Deployment</li> <li>c) Notification in Case of Emergencies</li> <li>d) Helping Children through a Deployment</li> <li>e) Safeguard your Personal Property</li> <li>f) Be Prepared for Emergencies</li> <li>g) Emergency Financial Resources</li> </ul> </li> <li>iv. Returning Veterans' Homestead Exemption</li> <li>v. IL Public Acts</li> <li>vi. Federal Voting Assistance Program</li> <li>vii. IL Military Family Relief Fund</li> <li>viii. IL Child Support Modification During Military</li> <li>ix. IL Military Family Relief (Leave) Act</li> <li>x. Service Members Civil Relief Act</li> <li>xi. Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA)</li> <li>xii. Our Military Kids Grant</li> <li>xiii. Communications</li> <li>xiv. Operational Security for Families</li> <li>xv. American Red Cross</li> </ul>	<p>27</p> <p>31</p> <p>31</p> <p>32</p> <p>32</p> <p>32</p> <p>33</p> <p>33</p> <p>34</p> <p>35</p> <p>35</p> <p>36</p> <p>36</p> <p>38</p> <p>39</p> <p>41</p> <p>42</p> <p></p> <p>43</p> <p>44</p> <p>47</p> <p>49</p>
<p>V</p>	<p><b>Reunion and Reintegration is a process NOT an event!</b></p> <ul style="list-style-type: none"> <li>i. Introduction</li> <li>ii. Homecoming Predictions</li> <li>iii. Reunion and the Single Member</li> <li>iv. Reunion and Marriage</li> <li>v. Children and Reunion</li> <li>vi. Reunion and Single Parent</li> <li>vii. Reunion and Work</li> <li>viii. Successful Homecoming Tips</li> <li>ix. Reunion Process Conclusion</li> <li>x. University of Illinois Act</li> <li>xi. Legal Considerations on Return</li> <li>xii. Returning Homestead Veteran's Exemption</li> <li>xiii. Department of Veterans Affairs Benefits in Brief</li> <li>xiv. US Department of Veterans Affairs Illinois Vet Center locations</li> <li>xv. Illinois Department of Veterans Affairs Office Location by County</li> <li>xvi. Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)</li> </ul>	<p>53</p> <p>54</p> <p>55</p> <p>57</p> <p>60</p> <p>62</p> <p>53</p> <p>64</p> <p>66</p> <p>66</p> <p>69</p> <p>73</p> <p>75</p> <p>77</p> <p>78</p> <p>90</p>



VI	<b>Youth</b> <ul style="list-style-type: none"> <li>i. Illinois Youth Program</li> <li>ii. Operation: Military Kids</li> <li>iii. Our Military Kids</li> <li>iv. Helping Children through Deployment</li> <li>v. Education Outreach – IL National Guard</li> </ul>	<ul style="list-style-type: none"> <li>94</li> <li>95</li> <li>96</li> <li>97</li> <li>100</li> </ul>
VII	<b>TRICARE Medical and Dental</b> <ul style="list-style-type: none"> <li>i. Active Duty Dental Program (ADDP)</li> <li>ii. Delta Dental for Retirees</li> <li>iii. Early Activation</li> <li>iv. Prime/Prime Remote</li> <li>v. Retiree (Medical Only)</li> <li>vi. Standard</li> <li>vii. TAMP – Transitional Assistance Management Program</li> <li>viii. TRICARE Dental Program (TDP)</li> <li>ix. TRICARE Retired Reserve (TRR)</li> <li>x. TRICARE Reserve Select (TRS)</li> <li>xi. TRICARE Young Adult (TYA)</li> <li>xii. General Information</li> </ul>	<ul style="list-style-type: none"> <li>103</li> <li>103</li> <li>104</li> <li>106</li> <li>108</li> <li>109</li> <li>110</li> <li>110</li> <li>112</li> <li>112</li> <li>112</li> <li>112</li> <li>112</li> <li>112</li> <li>113</li> </ul>
VIII	<b>Legal Information</b> <ul style="list-style-type: none"> <li>i. Legal</li> <li>ii. Illinois National Guard Employment Rights Law</li> <li>iii. Service Member’s Employment Tenure Law</li> <li>iv. Illinois Military Leave of Absence Act</li> <li>v. Local Government Employees Benefits Continuation Act</li> <li>vi. Municipal Employees Military Active Duty Act</li> <li>vii. Public Employee Armed Services Rights Act</li> <li>viii. Illinois School Code Sections</li> <li>ix. Veterans’ Preference in Hiring</li> </ul>	<ul style="list-style-type: none"> <li>117</li> <li>118</li> <li>120</li> <li>122</li> <li>123</li> <li>124</li> <li>124</li> <li>125</li> <li>126</li> </ul>
IX	<b>Finance</b> <ul style="list-style-type: none"> <li>i. Pay and Allowances</li> <li>ii. Reading Your Leave and Earnings Statement (LES)</li> <li>iii. Emergency Financial Resources</li> <li>iv. Keys to Successful Financial Management during a Deployment</li> <li>v. Savings Deposit Program</li> <li>vi. Filing Taxes When a Service Member is Deployed</li> <li>vii. Details of LES Information</li> <li>viii. myPAY</li> </ul>	<ul style="list-style-type: none"> <li>128</li> <li>128</li> <li>129</li> <li>129</li> <li>130</li> <li>132</li> <li>134</li> <li>139</li> </ul>



X	<p><b>Appendix</b></p> <p>i. Checklists</p> <p>    a) Preparing for Deployment</p> <p>        1. Medical</p> <p>        2. Finance</p> <p>        3. Automobile/Transportation</p> <p>        4. Legal/Administrative</p> <p>        5. Children’s School/Day Care Provider</p> <p>    b) Important Document File</p> <p>    c) Personal Information</p> <p>    d) Personal Finance Information</p> <p>    e) Health History General Physical Data</p> <p>    f) Automobiles</p> <p>    g) Final Wishes</p> <p>ii. Form Letter Examples</p> <p>    a) Employer Notification Letter (USERRA)</p> <p>    b) Request for Reinstatement Letter (USERRA)</p> <p>    c) Employer Notification Letter (Illinois)</p> <p>    d) Request for Reinstatement Letter (Illinois)</p> <p>    e) Request for Employment Letter (Offer of Employment)</p> <p>    f) Reduction of Interest Rate (SCRA)</p> <p>    g) Reduction of Mortgage Payment (SCRA)</p> <p>    h) Termination of Residential/Business Lease (SCRA)</p> <p>    i) Termination of Automobile Lease (SCRA)</p> <p>    j) Stay of Court Proceedings (SCRA)</p> <p>    k) Commander’s Letter Stay of Court Proceedings (SCRA)</p>	<p>142</p> <p>145</p> <p>146</p> <p>157</p> <p>165</p> <p>167</p> <p>168</p> <p>172</p> <p>173</p> <p>174</p> <p>175</p> <p>176</p> <p>177</p> <p>178</p> <p>179</p> <p>180</p> <p>181</p> <p>182</p>



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## *Military Phonetic Alphabet*

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zebra

Word

Spelled Using the Military Phonetic Alphabet

Name

November, Alpha, Mike, Echo

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## *Military Acronyms*

100 mph tape	Green Duct Tape		
AAFES	Army Air Force Exchange Service	BX	Base Exchange
ABUs	Airman Battle Uniform	CC	Commander
ACC	Air Combat Command	Chow Hall	Dining Facility
ACUs	Army Combat Uniform	CO	Commanding Officer
AD	Active Duty	CONUS	Continental United States
ADSW	Active Duty for Special Work	DECA	Defense Commissary Agency
ADT	Active Duty for Training	DEERS	Defense Enrollment Eligibility Reporting System
AFAS	Air Force Aid Society	COC	Chain of Command
AFI	Air Force Instruction	DFAC	Dining Facility
AFRC	Air Force Reserve Command	DFAS	Defense Finance and Accounting Service
AFR Office	Airman & Family Readiness Office	DoD	Department of Defense
AFSC	Air Force Specialty Code	EER	Enlisted Evaluation Report
AGR	Active Guard Reserve	EFMP	Exceptional Family Member Program
Allotment	Specific amount deducted from pay	ESGR	Employer Support of the Guard and Reserve
AMC	Air Mobility Command	ETS	Expiration of Term of Service
AMN	Airman	FAC	Family Assistance Center
APFT	Army Physical Fitness Test	FRG	Family Readiness Group
APO	Air Post Office	FSA	Family Separation Allowance
AR	Army Regulation	FTUS	Full-time Unit Staff
ARC	American Red Cross	FTX	Field Training Exercise
ARFORGEN	Army Force Generation	Grunt	Infantry Soldier
Article 15	Unit ceremony for those charged of wrongdoing	Hoo-Ah	Motivational Term
AT	Annual Training (Tour)	HQ	Headquarters
BAH	Basic Allowance for Housing	HS	Homestation
BAS	Basic Allowance for Subsistence	IBA	Individual Battle Armor
BAQ	Basic Allowance for Quarters	IDT	Inactive Duty Training
Bde	Brigade	IG	Inspector General
BMT	Basic Military Training	IRR	Individual Ready Reserve
Bn	Battalion	JAG	Judge Advocate General (Legal)



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Latrine	Bathroom	OIC	Officer in Charge
Leave	Vacation	OPSEC	Operational Security
LES	Leave & Earnings Statement	POC	Point of Contact
LOD	Line of Duty	PX	Post Exchange
Mess Hall	Dining Facility	RC	Reserve Component
MOS	Military Occupational Specialty	SATO	Scheduled Airlines Ticket Office
MP	Military Police	SBP	Survivors Benefit Plan
MPF	Military Personnel Flight	SF	Security Forces
MRE	Meals Ready to Eat	SGLI	Service Members Group Life Insurance
MWR	Morale Welfare & Recreation	Snipe	Worker in Engineering
NCO	Non-Commissioned Officer	Snivel Gear	Anything to Keep Warm or Dry
NEX	Navy Exchange	SOP	Standard Operating Procedure
NCOER	Non-Commissioned Officer Evaluation Report	Square Away	Settle/Straighten
NCOIC	Non-Commissioned Officer In Charge	TAP	Transition Assistance Program
NGB	National Guard Bureau	TOTM	Tailored Operational Training Meal
0-dark thirty	Wee hours of the morning	TSP	Thrift Savings Plan
OER	Officer Evaluation Report	UTA	Unit Training Assembly
		XO	Executive Officer

### ***Military Timeline Based on 24 hours***

<b><u>Military</u></b>	<b><u>Civilian</u></b>	<b><u>Military</u></b>	<b><u>Civilian</u></b>	<b><u>Military</u></b>	<b><u>Civilian</u></b>
0100	1:00 am	0900	9:00 am	1700	5:00 pm
0200	2:00 am	1000	10:00 am	1800	6:00 pm
0300	3:00 am	1100	11:00 am	1900	7:00 pm
0400	4:00 am	1200	12:00 pm	2000	8:00 pm
0500	5:00 am	1300	1:00 pm	2100	9:00 pm
0600	6:00 am	1400	2:00 pm	2200	10:00 pm
0700	7:00 am	1500	3:00 pm	2300	11:00 pm
0800	8:00 am	1600	4:00 pm	2400	Midnight



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# *Section I*

## *Introductions*



## ***Introduction***

***About the Illinois National Guard Service Member and Family Readiness Guide:*** The key to this book is **your participation**. Deployment and other specialty training are challenges under the best of circumstances. We want this book to be a “one-stop” resource guide for families and other loved ones of our service members. In it, you will find a wealth of information on many topics that are essential to Mission Readiness. You will also find sections that give you the chance to sit down, make plans, and work out your own resource network for the period that you will be separated during a deployment or other specialty trainings. Don’t let the quantity of information and issues overwhelm you. There are plenty of resources to call upon when you have an issue or a problem. Use this book as your guide to those resources.

## ***Vision***

*“A joint adaptive environment in which units, volunteers and communities cooperate to develop resilient Families throughout Illinois.”*

## ***Mission***

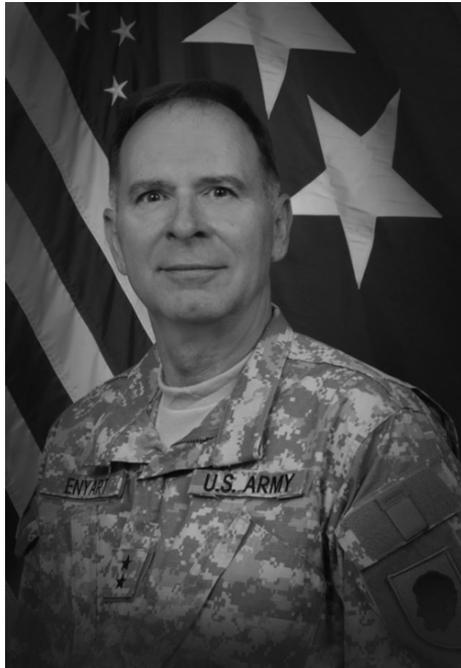
*“To provide consistent communication, recognition and support in order to promote the mission readiness and retention of our Service Members and their Families.”*



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## Always Ready, Always There

A message from Illinois National Guard Adjutant General,  
Major General (MG) William L. Enyart  
and his wife, Honorable (Retired) Annette Eckert



Whether it is responding to a natural disaster here at home or fighting our nation's enemies abroad, the National Guard lives that motto.

But we can't be ready or there without the love and support of our Families. The Illinois National Guard must ensure that each Family has the tools it needs to grow and thrive while it's Soldier and/or Airman fulfills his or her duties.

This booklet will help the Service Members and their Families meet the special challenges of being part of the Illinois National Guard. In this publication, you will learn about all the support organizations that are there to help the military family.

Use this publication to enhance your ongoing level of Mission Readiness. It also promotes communication within your family, learn about the Family Readiness Groups (Army), Key Volunteer Program (Air), Family Readiness Support Assistants, Airman & Family Readiness Program and Office, and your regional Family Assistance Centers and how they can assist you.

For more information on events offered through the Joint Service Members and Family Support Services Branch, please contact your local Family Assistance Center.

The Offices and Programs were created to ensure that each of our troops has the strong family foundation she or he needs to continue to serve our neighbors and nation – to continue to be Always Ready, Always There.



## *Airman and Family Readiness Program*

There are three locations in the State of Illinois:

1. 126<sup>th</sup> Air Refueling Wing  
126 Air Guard Way  
Scott AFB, IL 62225  
618-225-5784
2. 182d Airlift Wing  
2416 S Falcon Blvd  
Peoria, IL 61607  
309-633-5339
3. 183<sup>rd</sup> Fighter Wing  
3101 J David Jones Pkwy  
Springfield, IL 62707  
217-757-1569

### *Airman and Family Readiness Program Manager*

Consistent with Total Force Initiatives (TFI), the Air National Guard (ANG) Airman and Family Program core competencies align the ANG program and core competencies with the Air Force Airman and Family Readiness Center's service delivery models. Additionally, it completes the organizational structure change outlined by the Force Support Squadron activation throughout the Air Force and ANG. The following list serves to clarify the Airman and Family Readiness Program Manager (A&FRPM) role and provides Wing and State leadership a standardized expectation for service delivery.

#### Core Competencies:

1. Information (Identification)/Referral to all branches and components: Financial Wellness, Strong Bonds, Single Retreats, Wounded Warrior, Casualty Assistance, Yellow Ribbon Reintegration Program, and Exceptional Family Member Program.
2. Deployment Cycle Support: Ensure ANG Family Program is included in all phases of the deployment cycle; Ensure reintegration initiatives of the Airman and Family Programs align, augment and enhance existing reintegration instructions and policies; and Identify and package delivery service options and align with each wing Installation Deployment Plan (IDP).
3. Readiness: Personal, Family, Unit, and Community: Provide sustainment support services for Wings, GSU's and all branches of service by developing outreach programs and utilizing social media/networking to communicate with families and promote programs; Participate in emergency preparedness (i.e. Air Force Personnel Accountability and Assessment System (AFPAAS) and exercises to assist with family relief and accountability as outlined in local Comprehensive Emergency Management



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Plan (CEMP); and Develop a strategic plan incorporating community support for Emergency Family Assistance and Control Center (E-FACC) with Memorandum of Understandings (MOU's).

4. Life Skills Education, Consultation and Transition Guidance: Financial Wellness Education; Resiliency/Stress Management/Traumatic Stress Response; and Pre-separation Counseling; and others education guidance as assigned by the Wing commander or changes in public law and Air Force Instructions.
5. Community Outreach and Cooperative Interface: Interface within each Wing/State Service Delivery Models; such as Inter-service Family Assistance Committee (ISFAC), Community Action Board (CAIB) or like entities; and Interface and collaborate with parent MAJCOM, sister services Family Programs offices and State Joint Forces Headquarters.
6. Volunteer Communication, Direction and Guidance: Develop a clear and shared vision for volunteers and Develop a strategic roadmap which involves funding, execution and program development.

### Key Volunteers

The Key Volunteers assist the Airman & Family Readiness Program Manager with various assignments and activities that ensure the core competencies are met. If Key Volunteers are available, they assist at the following activities presenting quarterly Family Academy curriculum; monthly outreach phone calls to deployed families; annual youth activities; manning Airman & Family Readiness Office on drill weekends; assisting at Yellow Ribbon Events hosted by unit; manning information table at community events; attending conferences; and other duties as asked by the Wing.





## *Army National Guard Family Program*

### *Director of Psychological Health*

The National Guard Director of Psychological Health (DPH) is an advocate and guide to the National Guard members and their families by supporting psychological fitness. The DPH assists National Guard program managers and supervisors to improve a National Guard member's service, deployment and readjustment to civilian life by managing professional services and/or overseeing an individual's mental health needs. They provide consultation and support to help address organization and individual health care situations which have a detrimental effect on the National Guard member's reintegration to civilian life. They offer consultative guidance and support to state and territory National Guard senior management on state specific mental health needs based on Guard member demographics and mental health status. They provide National Guard members mental health training throughout their full spectrum of service. Contact: 217-761-3622.

### *Family Assistance Center Representative*

The mission of the Family Assistance Center (FAC) is to provide information, referral, and outreach for Service Members and Families. FACs are activated as multi-disciplinary humanitarian response to major events. The events can include natural/man-made disasters, or preparation for a deployment. Depending upon the location, FACs are staffed with contractor personnel who may be augmented with military, temporary technicians or volunteers. A FAC offers to persons affected by an event, a single place to receive reliable information, crisis or grief support, and benefits information. The National Guard is the lead agency tasked to establish FACs during all levels of contingency, mobilization and emergency to assist and support Service Members and Families of all service branches.

Family Assistance Center Representative (FACR) are intended to simplify the process of accessing needed services and support for families of Service Members called to active duty for an extended period of time. The primary mission of a FACS, which includes assistance regardless of deployment status as well as monthly proactive contact to each family during deployment, is to inform and emotionally support families so Service Members can perform their mission.

### **Family Assistance Center**

Chicago (Crestwood)	708-824-6353	Chicago (N Riverside)	708-824-6112
Decatur	217-761-3132	Milan	309-799-1281
Mt Vernon	618-998-4012	Peoria	309-697-7921
Springfield	217-761-3335		



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### *Family Readiness Support Assistant*

The Family Readiness Support Assistant (FRSA) Mission statement is “To empower commanders in their duty to deliver the Total Army Family Program (AR 600-20) so that Soldiers and Families are entitled, informed, educated, assisted and made ready for the unique demands of military life before, during, and after deployment.”

FRSAs assist Commanders in executing Soldier and Family well-being responsibilities at the state and command level throughout the ARFORGEN cycle. The FRSA will provide guidance, assistance, and day-to-day support. The intent is to foster continuity for the Commander’s Family Readiness Program, operations, and initiatives.

The FRSAs are a vital component of the Commander’s Family Readiness Program. While the State Family Program Office provides guidance and training to FRSAs, their primary objective is to provide support for Family Readiness Programs within an assigned command. FRSAs provide administrative assistance and logistical support to the FRG and unit leaders to decrease volunteer stress and ensure an effective interface between the Command, Family Assistance and Family Readiness Programs. The FRSAs do not replace the volunteer FRG leaders, but rather provide assistance allowing them to concentrate their efforts in assisting Families.

### *Military & Family Life Consultants*

Military & Family Life Consultants (MFLCs) are here to listen. MFLC’s are available to help service members, spouses, family members and children address concerns surrounding deployment/reintegration, marriage and relationships of parenting/sibling/family, communication challenges, stress and anxiety, depression grief, loss and the struggle of daily living. Consultants are Licensed Mental Health Professionals. Consultations are free and anonymous, no records are kept. Appointments are available by group or individual and meeting can be arranged to a location convenient for you. Contact: 217-761-3622.

### *Personal Financial Consultant*

The Personal Financial Consultant (PFC) is here to assist you and your family in reaching your financial goals. The PFC can team up with you and help you identify your dreams, create a plan tailored to those dreams, and track your progress along the way. Whatever challenge you’re facing, such as Financial Planning for Deployment and Return to Civilian Life; Debt Management; Family Budgets and Spending Plan; Student Loans/Tuition Assistance, Consumer Rights; Insurance, Mortgages, and Loans; or Investment and Retirement Planning, the PFC is your financial coach. Contact: 217-761-3622.



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## State Youth Coordinator

The Illinois National Guard Youth Program is here to help provide the support and resources Youth need to deal with the separation from a parent, child care issues, difficulties with school, or any other problems.

Children of all ages can be affected at any phase of military life; we have programs to help one and all. We also provide children and youth ages 6 – 18 with various opportunities to develop their physical, social, emotional and cognitive abilities and to experience achievement, leadership, friendship and recognition. Contact: 217-761-3395 or 217-761-3842.

## **Yellow Ribbon Reintegration Program**

**Mission:** The Illinois National Guard will train and resource every combat veteran and their family for a safe, healthy and successful reintegration into their family, community, school and job following deployment.

**Mobilization:** The Family Academy workshops will provide you with information you and your Service Member will require to return to schools, jobs, and life at home with the family. You will learn about communication, benefits, education, resources and much more.

**Post Deployment:** Tier I Reintegration Events is a one day event designed to provide training and resources to Service Members and their families.

**Post Deployment:** Tier II Reintegration Events is a half-day event designed to provide positive dialogue between Service Members, families, and trained facilitators. There is also periodic on going wellness checks.





## *FACs and FRsAs*

### FACs

#### “Essential Services”

1. Information and Referral
2. Outreach and Referral
3. ID Cards and DEERS Enrollment
4. TRICARE
5. Financial and Legal Services
6. Crisis Intervention and Referral

**Immediate User: Individual Service Members**

### FRSA Program Performance Requirement Summary

1. Works in support of the Commander to assist with execution of the command’s Family Readiness responsibilities
2. Serve as the conduit for command information and coordination pertaining to Family Readiness throughout the command
3. Provide training, hands-on assistance, and information to the subordinate unit commanders and unit Family Readiness Groups

**Immediate User: Command/Family Readiness Group**



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**Air Force - Airman and Family Readiness Offices**

126 <sup>th</sup> Air Refueling Wing, Belleville, IL	618-225-5784
182 <sup>d</sup> Airlift Wing, Peoria, IL	309-633-5339
183 <sup>rd</sup> Fighter Wing, Springfield, IL	217-757-1569
Active Duty – Scott Air Force Base	618-256-8668

**Army - Family Assistance Centers**

Chicago (Crestwood) Zip Codes 602, 603, 606, 607, 608	708-824-6353
Chicago (North Riverside) Zip Codes 600, 601, 605	708-824-6112
Decatur Zip Codes 618, 619, 624, 625	217-761-3132
Milan Zip Codes 604, 610, 611, 612, 613, 614	309-799-1281
Mt Vernon Zip Codes 620, 622, 628, 629	618-998-4012
Peoria Zip Codes 609, 615, 616, 617	309-697-7921
Springfield Zip Codes 623, 626, 627	217-761-3335
Active Duty – Rock Island Arsenal	877-882-0523 or 309-782-0829

**Army - Family Readiness Support Assistants**

33 <sup>rd</sup> Infantry Brigade Combat Team	815-750-6545
33 <sup>rd</sup> Infantry Brigade Combat Team	630-258-8422
65 <sup>th</sup> Troop Command Brigade	217-761-3903
108 <sup>th</sup> Sustainment Brigade	708-824-5003
404 <sup>th</sup> Maneuver Enhancement Brigade	708-824-5930
Joint Force Headquarters	217-761-3092

**Navy – Fleet and Family Readiness Support Services**

Great Lakes Naval Station – Chicago	888-231-0714 or 847-688-3603
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## *Section II*

# *Public Affairs*



## **Battle Drill: React to MEDIA Contact**

1. Don't lie. Tell the truth.
2. If you don't want to hear it or read it, don't say it or do it.
3. Give media access 0500 – 2400. Set aside at least 20-30 minutes a day for interviews. Be prepared for action on contact.
4. Purpose: To provide information to the public. The American people have a right to know.
5. Talk about what you KNOW, not about what you THINK.
6. Don't answer "How do you feel about....?" questions. Focus on mission. Think about answers.
7. Interject humor with caution. Watch timing based on situation.
8. It's about "US" not "ME".
9. The Army is an outdoor sport. Do interviews outside in an operational environment.
10. Have your PAO keep you posted on your boss's and your boss's boss's quotes.
11. Figure out your daily top 3 priorities of work and talk about them.
12. Get satellite radio and listen to national news a few times a day.
13. Don't be part of a public investigation. Don't let reporters act like prosecutors.
14. Build business relationships with reporters. Drink coffee, eat with them, let them get to know you.
15. Be yourself.
16. Don't read prepared remarks.
17. Don't do politics – focus on your mission. Don't compliment or criticize political leaders.
18. Use your staff to see first, understand first, act first.

JFHQ-IL PAO Contact info:

Phone: 217-761-3569 E-mail:ngilstaffpao@ng.army.mil



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## **OPERATIONAL SECURITY – OPSEC**

### **What is OPSEC?**

OPSEC is keeping potential adversaries from discovering our critical information. As the name suggests, it protects our operations – planned, in progress and those completed. Success depends on secrecy and surprise, so the military can accomplish the mission quicker and with less risk. Enemies of freedom want our information and they are not just after the military member to get it. They want you, the family member!

### **You are a vital player in our success!**

As a family member of the National Guard community, you are a vital player in our success, and we couldn't do our job without your support. You may not know it, but you also play a crucial role in protecting your loved ones just by what you know of the National Guards day-to-day operations. You can protect your loved ones by practicing good operations security, better known as OPSEC.

There are many countries and organizations that would like to take a big bite out of American interests. It's possible and not unprecedented for spouses and family members of U.S. military personnel to be targeted for intelligence collection. Even here in America! What can you do?

### **Be alert**

Foreign governments and organizations can collect significant amounts of useful information by using spies. A foreign agent may use a variety of approaches to befriend someone and get sensitive information. This sensitive information can be critical to the success of a terrorist or spy.

### **Be careful**

There may be times where your spouse cannot talk about the specifics of his or her job. It's very important to conceal and protect certain information such as flight schedules, TDY locations, and base activities, just to name a few. Something as simple as discussing over the phone where your spouse is going TDY or deploying can be very useful to a potential adversary.

### **Protecting critical information**

Even though this information may not be secret, it's what we call "critical information". Critical information must be protected to ensure an adversary doesn't gain a significant advantage. It deals with specific facts about our intentions, capabilities, operations, or activities. If an adversary knew this detailed information, our mission accomplishment and personnel safety could be jeopardized.



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Being a military family member, you may know some bits of information. Do not discuss them outside of your immediate family and especially over the telephone.

### **EXAMPLES**

- Detailed information about the mission of assigned units.
- Details concerning locations and times of unit deployments.
- Personnel transactions that occur in large numbers, e.g. pay information, power of attorney, wills, and deployment information
- References to trends in unit morale or personnel problems.
- Details concerning security procedures.
- Details concerning events on deployment e.g. where the mortar hit, what it hit....

### **Thank you!**

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Thank you for taking the time to read this section. Our goal is to provide you with a greater understanding of what OPSEC is and to promote family awareness of our security concerns. The information in this section should not make you paranoid or suspect everyone you meet of being a secret agent. But, stay alert – if the people you are talking to show excessive interest in the military affairs of your family, notify the authorities.

### **DEALING WITH THE MEDIA**

- The press wants a local angle
- They might want to talk to your family
- Discuss this beforehand
- It is ENTIRELY your choice whether or not to talk
- Respect the privacy of others

If contacted by media, contact: **Public Affairs (217) 761-3569**



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# *Section III*

## *Steady State Readiness*



# **STEADY STATE READINESS**

## ***Joint Service Member and Family Support Services Program***

### **MISSION**

The mission of the Joint Service Member and Family Support Services Program is to provide frequent, accurate, comprehensive communication, recognition, advocacy and support to all Service Members in order to assist in preparedness, resiliency and reintegration through assertive outreach programs. These services are coordinated through facilitation efforts from governmental and non-governmental and non-profit organizations to benefit all Service Members and their Families in every status to aid them physically, mentally, financially, spiritually and emotionally.



Figure 1 - Family Support Model



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## State Family Program Office

The Family Program Office is here to support each of the ‘legs’ of the Family Support Model (Figure 1). The **Family Program Office** works with Commanders, FRG Leaders and the FACs to coordinate our efforts. We are responsible for hosting our annual State Family Readiness Conference and regional events throughout the year. We also collaborate with other organizations such as Chaplain’s Office for Strong Bonds for marriage retreats and PREP for Single Service Members, local Veteran’s Service Organizations (VFW, American Legion, AMVETS), other branches of the military, and partner service organizations.



## FAMILY ASSISTANCE CENTERS

### What is a Family Assistance Center (FAC)?

Family Assistance Centers are sometimes considered “one stop shopping” for Service Members and their Families regardless of their branch or component. They are intended to simplify the process of accessing needed services and support for them. Service Members and their Families can also utilize the Air National Guard Airman & Family Readiness Office and Active Duty Family Assistance Offices. For contact information, please refer to page 10.

### Who is eligible to receive services through a FAC?

Eligibility to receive assistance through a FAC is simple – all military members and their families are eligible to receive assistance. No military personnel or his/her family should be



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turned away from a FAC regardless of their branch affiliation and component. The purpose of a Family Assistance Center is to assist. Every effort should be made to meet a family's needs.

### **What services are offered by a FAC?**

There are services that are considered basic and are provided at all FACs with few exceptions, while other additional services may be available if resources allow and the need is indicated. Basic services provided by a FAC can be expected to include the following regardless of location:

**ID Cards/DEERS** – Information and assistance on locations for eligible family members to obtain Identification (ID) cards and enroll in the Defense Enrollment Eligibility Reporting System (DEERS).

**TRICARE/TRICARE Dental** – Assistance in coordinating TRICARE claims and issues with the nearest Health Benefits Advisor, as well as information on TRICARE and TRICARE Dental programs.

**Financial Assistance Information** – Referrals can be made for Service Members and their Families to internal as well as local, county, and state human service agencies/groups that assist with resolving financial problems.

**Legal Assistance** – The provision of legal information and coordination with the State Legal Assistance Officer or Unit Judge Advocate General Office for assistance with wills, powers of attorney, Service Members Civil Relief Act, and other legal matters.

**Crisis Information and Referral** – Referring family members to various military and civilian agencies, groups, private organizations, and/or clergy to solve or to assist with resolving problems and for crisis and personal counseling.

**Emergency Food and Shelter.** Situations may arise in which a FAC may need to help a family locate emergency food and shelter. Local food banks and family shelters are generally an excellent resource and establishing a good working relationship with them in advance of emergencies will prove beneficial.

## **Illinois Joint Family Support Assistance Program**

The Illinois Joint Family Support Assistance Program (JFSAP) is a team of caring professionals dedicated to seeing opportunities and focusing on solutions in the interest of Illinois Service Member, their Families and Veterans.



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**JFSAP mission:** To provide Illinois Service Members and their Families with mobile, high quality, effective, and efficient assistance throughout the deployment cycle by augmenting established Family Readiness support programs.

**Types of Assistance:** Include but are not limited to the following: education, advocacy, intervention and short-term counseling, resource awareness education, support in accessing resources, referral to community resources and services, youth and parent education and enrichment programs, inter-service coordination and emergency financial assistance.

**Military OneSource Consultant:** Serves as the MOS subject matter expert on resources, programs and services for Military Families. Conducts outreach and partners with organizations to develop resources to address unmet needs. Identifies, catalogs, and publicizes resources to the Military Family assistance networks. Contact: 217-761-3622.

**Military Family Life Consultant:** – Provides life skills information and education. Conducts outreach and provides referral services to community resources. Provides direct, short-term, solution-focused counseling to individuals, couples, families, and groups. Contact 217-761-3622.

**Child & Youth Consultant:** Provides parenting and child development information and education. Conducts outreach and provides referral services to community resources. Provides direct, short-term, solution-focused counseling to children, youth and young families. Contact 217-761-3622.

**Red Cross Volunteer:** JFSAP liaison to all IL local Red Cross chapters. Assists in identifying and providing referral to community resources and access to emergency financial assistance from military aid societies. Supports local Family Readiness Groups initiatives. Provides information and education on Family first-aid emergency preparedness. Contact 217-761-3622.

**Operation Military Kids Partner:** Linda Kupferschmid – Connects military children and youth with appropriate youth programs where they live. Assists in the delivery of a wide range of resiliency building recreational, social and educational programs for military youth such as youth camps and camaraderie events. Contact 217-265-8209.

**Transition Assistance Partner:** Provide support for returning veterans to help troubleshoot concerns surrounding their benefits, education assistance, employment and any other issues encountered when they return from deployment. Contact 217-761-2909.



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## **[www.jointservicesupport.org](http://www.jointservicesupport.org)**

The Joint Services Support (JSS) system is a virtual gateway that provides simplified and coordinated access to National Guard support programs for all National Guard stakeholders.

### **How JSS Differs from Other Military Support Sites**

JSS is the only system using a coordinated approach in its dedication to delivering National Guard Bureau J-1 program services to the National Guard community. It provides comprehensive tools and resources to individuals on both the giving and receiving ends of the support service spectrum. No other military support site pulls together as many program services across as many levels of government and for as many audiences as JSS. From event registration to group discussion boards, JSS is a robust support platform that engages the National Guard community from multiple angles.

### **Benefits of Registering as a JSS Member**

The online portal, JSS, ([www.jointservicesupport.org](http://www.jointservicesupport.org)) is the gateway to the JSS system which contains both public and members-only components. The information available on the public side of the site is limited. To see more detailed event and resource information, and obtain access to administrative tools, it is recommended that you register as a JSS member.

Once your role has been approved, you can to log in to access:

- A variety of tools that help you to support and target content to Service Members and their Families including event management, communications, tracking and reporting tools, as well as the Resource Finder online resource library.
- Ability to upload state-specific emergency announcements.
- A fully customizable, personal dashboard providing quick access to announcements, local events, and state contacts.
- Dynamic menus that let you navigate to program specific sub-portals to see state specific content.



## **BENEFITS**

### **Commissary**

Commissaries are military supermarkets usually located on military installations. The commissary sells food, sundry and cleaning products for cost plus a 5% surcharge. Overseas shopping privileges are determined by the Status of the Forces Agreements and differ by country. Please contact the overseas installation ID office in the country where you will be visiting/living to determine your commissary privileges. Unlimited commissary shopping privileges are authorized for:

- Members of the Ready Reserve (which includes members of the Selected Reserve, IRR, and Inactive National Guard) and members of the retired Reserve who possess the appropriate Department of Defense Military ID card issued by the Uniformed Service.
- Former members eligible for retired pay at age 60 but who have not yet reached age 60 and who possess a Department of Defense Retired Military ID card issued by the Uniformed Service and those in possession of a DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card.
- Dependents of the members described above who possess a Department of Defense Family Member ID card issued by one of the uniformed Services.
- Guard and Reserve members and their dependents may use the commissary by showing their proper military ID.
- The DoD Reserve Component Commissary Privilege Card (CPC), DD Form 2529, is cancelled and no longer required.
- Commissaries are administered by the Defense Commissary Agency (DeCA)., For more information, go to <http://www.commissaries.com>.

### **Exchanges**

- Post Exchanges, Base Exchanges, Army and Air Force Exchange Service, Navy Exchanges, Marine Corps Exchanges, and shoppettes are all examples of military exchange stores. The exchange is the military department and drug store.
- Guard and Reserve personnel and their dependents have unlimited shopping privileges at any exchange. Remember that a military ID is required. Military members and their families may also shop on the Exchange Website at [www.aafes.com](http://www.aafes.com).

### **MWR**

MWR activities include arts and crafts facilities, bowling centers, golf courses, libraries, outdoor recreation, recreation centers, and youth services. Reserve members and their dependents are entitled to use all class “C” facilities on the same basis as active duty personnel. Local installation and facility commanders do have the authority to establish priorities for MWR activities that are in high demand and are unable to accommodate all who desire to participate. Be sure to call ahead and confirm hours of operation and eligibility for the activity you and your family are interested in. For more information, go to [www.militaryhomefront.dod.mil](http://www.militaryhomefront.dod.mil) and choose Military Installations at the bottom of the page to locate a local installation.



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## What can Military OneSource do for you?

**Real Help, Anytime, Anywhere 24 Hours a Day, 7 Days a Week**

Services are private and provided by the Department of Defense at no cost to you.

**CONSULTATION, RESEARCH, and REFERRALS:** Relocating to a new community, looking for quality child care, spouse employment, help with home repairs, or have a special needs issue? Perhaps you need to talk about family issues, sharpen your communication skills, or manage stress. Call or e-mail a Master's-level consultant today! No question too small. No issue too big.

**INTERPRETATION AND TRANSLATION:** In more than 140 languages. Written documents can be translated and interpretation services are provided.

**COUNSELING:** You have access to 12 in-person non-medical counseling sessions right in your own community at no cost to you. The 12-session limit applies to Face-to-Face counseling through our Affiliate Providers, Short-Term Solution-Focused Telephonic Consultations, and Online Consultations. Licensed counselors can help with issues such as:

- Coping with deployment and return
- Adjusting to your new location
- Marital and couple concerns
- Parenting and family matters
- Grief and Loss
- Combat stress and more...

You will get a privacy statement explaining the limits on confidentiality when you call the service and see a counselor. Counseling is only available in the United States.

**EDUCATIONAL MATERIALS:** Whether you're a new parent, dealing with relationship issues, or buying your first car, Military OneSource has booklets, CDs and audiotapes to help. Order your free copies online or by phone.

**INTERACTIVE WEB SITE:** You'll find locators for education, child care, and elder care; useful newsletters; informative articles; referrals to military and community resources; financial calculators; Webinars; relocation tools; audio podcasts; access to consultants; and much more!

Military OneSource is available for all active-duty, Guard and Reserve (regardless of activation status), their Families.

[www.militaryonesource.com](http://www.militaryonesource.com)

Stateside: 1-800-342-9647

En español llame al 1-877-888-0727

TTY/TDD accessible 1-866-607-6794

Overseas: access code, \*800-3429-6477

\*Use access code before dialing the toll free number. Access codes can be found online.



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# *Section IV*

## *Deployment Readiness*



# **DEPLOYMENT**

## **Deployment**

What is Deployment? Deployment is the movement of a unit or individual from home base to an area for training or an actual mission. This can include:

- Short-term training
- Extended temporary duty (TDY) of four to six months
- Unaccompanied tours (12 months)
- Stability or support operations to various areas of the world.

**Why should you learn about deployment?** Because deployment can be a stressful event! There is always a possibility of a **NO-NOTICE** deployment. That is why our motto is **Always Ready, Always There**.

**Everyone is affected.** Deployment can be hard physically and emotionally on the Service Member and the Family. Friends, relatives and co-workers can be affected, too.

**Learning about deployment will help you prepare for it.** That can assist in making a less stressful and more successful event.

Along the way, you may even get to know yourself and your loved ones better. You may also discover strengths within yourself.

## **LEAVING YOUR HOME OF RECORD?**

It is recommended but not required to inform the Military Installation if you will be away from your home address during the deployment of your military member; however, if there is a natural disaster or an emergency, we would like to verify your safety in order to send a message to the military member to keep their attention on their mission in order to return home safely. If you will be going away from your home address during your military members' deployment, please think about notifying your Unit Family Liaison.

## **DEERS AND ID CARDS**

### **Defense Eligibility Enrollment Reporting System (DEERS)**

If you haven't heard it already, DEERS will become an important part of your life during a deployment. Basically, DEERS is the acronym for the Defense Eligibility Enrollment Reporting System. It is the large automated information system that lists all military members and their



family members (and dependents) that are eligible for military benefits, including TRICARE. All service members are listed automatically, but their eligible family members must be added when they apply for an ID card. If you or your dependent family members need to acquire medical assistance, your information will be entered into a computer that will provide the health-care provider with your current status in DEERS; if your name comes up as Active Duty or eligible for TAMP, TRICARE Reserve Select or Retired Reserve, you will be able to receive the services you need; if your name does not come up on the database as eligible, you may not be treated or be responsible for 100% of the bill.

**NOTE: Many medical facilities and other healthcare providers will accept you if you present a copy of the DD Form 1172 (DEERS Enrollment Form) and your Guard member's Active Duty orders. Always keep these two documents with you!!**

You can update your DEERS address, telephone number, and e-mail address through several methods:

- DEERS Web site at: <https://www.dmdc.osd.mil/appj/address/index.jsp>. It's quick and easy and the best time to update is during non-peak hours.
- Visit a local personnel office that has a uniformed service ID card facility. To locate the nearest ID card facility, visit <http://www.dmdc.osd.mil/rs/>. Call ahead for hours of operation and for instructions to update a record for someone who is housebound.
- Call the Defense Manpower Data Center Support Office (DSO) Telephone Center at 1 (800) 538-9552 or for the Deaf (TTY/TDD): 1 (866) 363-2883. Hours of operation are 6 a.m. to 3:30 p.m. (Pacific time), Monday through Friday, except Federal holidays.

### **Updating Information Other Than Addresses**

Beneficiaries need to provide important pieces of documentation, such as marriage, birth, or death certificates; DD 214s; DD 1172s; etc. Beneficiaries should contact the nearest military ID card facility to find out what documents are needed. Once beneficiaries have the necessary documents, they can present them at the ID card facility or send a letter or fax to the DSO at the address and number noted above.

Un-remarried former spouses should note that they are now listed in DEERS under their own Social Security number and not that of the sponsor.

For more information and links to related sites, please go to:

<http://www.TRICARE.osd.mil/deers/>



## **The Importance of a Family Member ID Card**

You and your family need to have ID cards in order to get all the benefits you are entitled to during peacetime or a mobilization. Some of your benefits are:

- Base/Post Exchange privileges
- Unlimited commissary privileges
- Recreational facilities on military installations
- Military discounts
- TRICARE Reserve Select
- TRICARE Retired Reserve
- TRICARE for Retirees

If you are called to active duty for 30 days or more, an ID card is necessary for you and your family to use expanded active duty services and programs, such as:

- Military health insurance (TRICARE), please refer to Section VII for details.

All Guard members and their DEERS eligible dependents are eligible for ID Cards. This includes the Service Member's:

- Spouse
- Widow or widower
- Children between the ages of 10 and 21 (all children under 21 must be unmarried)
- Children under 10, if they are not living with the Guard member
- Unmarried children over 21 who are mentally or physically disabled and unable to support themselves
- Unmarried children between the ages of 21 and 23 who are full-time college students.
- Parents or in-laws for whom the Guard member provides more than half of their income.
- Unmarried children from age 18 to midnight the day before their 26<sup>th</sup> Birthday if they applied for and paid the premium for TRICARE Young Adult (TYA).

**You will need to prove eligibility.** This may include providing:

- Certified copies of marriage certificates and birth certificates (you can get certified copies by contacting the state or county where the event took place).
- Certified copies of adoption papers, paternity papers, divorce papers, and death certificates (you can get certified copies by contacting the state or county where the event took place).



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- A licensed physician or medical officer statement of physical handicaps of dependent children over the age of 21. A certificate of full-time enrollment from the school registrar for children who are full-time students between 21 and 23.
- Legal documentation proving parents/in-laws are legal dependents.

For further information, please contact your Unit's Family Liaison or Rear Detachment or Family Assistance Center.

If a Guard member is deployed or mobilized for more than 30 days and is unavailable to sign a Department of Defense Form 1172, the eligible family member can still receive their ID card if their eligibility for benefits can be confirmed in DEERS. A power of attorney is required. It is important to be aware of this procedure in case your Guard member's duty is extended. If eligibility cannot be confirmed in DEERS, please contact the DEERS beneficiary telephone center at 1-800-538-9552.

For a listing of all ID card issuing facilities, please visit: <http://www.dmdc.osd.mil/rsl/>.

You can update your DEERS address, telephone number, and e-mail address through several methods:

- DEERS Web site at: <https://www.dmdc.osd.mil/appj/address/index.jsp>. It's quick and easy and the best time to update is during non-peak hours.
- Visit a local personnel office that has a uniformed service ID card facility. To locate the nearest ID card facility, visit <http://www.dmdc.osd.mil/rsl/> . Call ahead for hours of operation and for instructions to update a record for someone who is housebound.
- Call the Defense Manpower Data Center Support Office (DSO) Telephone Center at 1 (800) 538-9552.
- Fax Address Changes to DEERS at 831-655-8317
- Mail to Defense Manpower Data Center Support Office, ATTN: COA, 400 Gigling Rd, Seaside, CA 93955-6771

### **Updating Information Other Than Addresses**

Beneficiaries need to provide important pieces of documentation, such as marriage, birth, or death certificates; DD 214s; DD 1172s; etc. Beneficiaries should contact the nearest military ID card facility to find out what documents are needed. Once beneficiaries have the necessary documents, they can present them at the ID card facility or send a letter or fax to the DSO at the address and number noted above.

Un-remarried former spouses should note that they are now listed in DEERS under their own Social Security number and not that of the sponsor. For more information and links to related sites, please go to: <http://www.TRICARE.osd.mil/deers/>



# ***PREPARING FOR DEPLOYMENT***

## **Single Service Members – YES, this is for you too!**

As a single service member, you face different challenges when preparing for deployment. Often you live far away from your immediate family and you may have to store your household goods, vehicles, and make plans for your pets. Most importantly, you must have a plan in place to pay bills, receive your mail, and stay in touch with your employer and colleagues. Listed below are some key questions to consider in planning for your deployment or training:

- Is your emergency data card up to date with the names and telephone numbers of family and/or friends?
- How are you going to pay your bills?
- Do you need a general or special power of attorney to give permission to someone (parent, sibling, or friend) to handle those bills or any issues that arise?
- Is your house/apartment/condominium secure?
- Is your phone disconnected?
- Are your equipment, computer, and bicycle secure? Are they covered by insurance?
- If you have a vehicle, have you arranged for continued payments, safekeeping of keys and paperwork, and vehicle storage?
- Did you check to see if you could save on car insurance if your car is in storage and not driven?
- If you have pets, have you made arrangements for their care? Do you have their medication, shot records, appointments, and veterinarians' telephone number readily available?
- Do you have addresses for family and friends you intend to stay in touch with? Do they know how to reach you?
- Do you have enough uniforms to last for the time you are gone?
- Does your family have your complete mailing address? Know your unit information? Know the name and telephone number of your commander and supervisor? Know the number of the rear detachment officer and/or FRG leader? Know how to use the Red Cross in case of an emergency?
- Have you thought about your homecoming/return? Do you know who you want to meet when get back?
- What kind of support and information will my "significant other" need in my absence? How will they get the information?

Single service members may be a single parent and have the additional responsibility of determining care for your child. This responsibility of caring for your child requires a specific Power of Attorney and a Family Care Plan. This legal document authorizes the designated caregiver to seek medical treatment and assume all care-giving roles for your child. If you are a



single parent, it is crucial that you find a family member or trusted friend as a caregiver who understands the full responsibility that it entails.

When families and loved ones are separated due to a deployment, it is easy to lose track of taking care of yourself. Here are some hints to help:

### **Taking Care of Yourself During the Deployment**

There are times that you need to be a little selfish. But, don't think of it that way. When you find ways to take care of yourself during the deployment, you are actually being a good steward of your resources - and the greatest resource you have is YOU and your physical, emotional, and spiritual health.

- Take time out for yourself. Be a bit selfish. Find things fun to do. Attend a college course you have always wanted to take.
- Stay healthy – exercise, eat right. Learn how to deal with stress and the conflict that comes from a separation.
- Stay positive – There are many negative things involved in deployment. Spend time with positive friends and get together with other Guard spouses and other loved ones.

### **Notification in Case of Emergencies**

A service-related emergency – If your Guard member has an emergency during the deployment, you will be notified by phone by either:

- A chaplain
- The Red Cross [www.redcross.org](http://www.redcross.org)
- The Military Chain of Command.

If you receive information from any other source, consider it a "rumor" until it is verified by one of the three above.

### **Helping Children through a Deployment**

**Talk to your children about the assignment or deployment before it 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.



## **More information is provided in the Youth Section VI.**

Before Separation  
Build Emotional Bond

Help Children to Plan for the Deployment  
Tips for the Parent/Caregiver Left Behind

Being a Long Distance Parent  
Children Need to See the Parent's  
Workplace  
Plan for Communicating  
Visit Your Child's Teachers

## **Safeguard your Personal Property**

It doesn't matter whether you are married or single, mobilized or not, these are tips that always make sense.

- Make sure your smoke detectors are working.
- Install good locks.
- Secure your windows.
- Check all the lighting inside and outside your house.
- Know how to deal with blown fuses and tripped circuit breakers.
- Check your major appliances.
- Have all the tools you need to deal with breakdowns or emergencies.
- Have a list of people/shops that service/maintain your car and appliances.
- Make sure your insurance is up to date.
- Make a photo/video inventory of your valuables.

Education is a key tool to prevent consumer injury. On the Federal Trade Commission website (<http://www.ftc.gov/ftc/consumer.htm>), you'll find publications with advice on avoiding scams and rip-offs, as well as tips on other consumer topics.

## **Be Prepared for Emergencies**

Create an emergency preparedness kit. Store all the items together in a waterproof plastic container.

- Flashlights - or other battery-powered light source with extra batteries.
- A portable radio – again, with batteries.
- A first aid kit – also, it wouldn't be a bad idea to take a first aid course through the American Red Cross or some other agency.
- Water – always have at least one gallon of water available for each person in your household. Store five days worth.
- Food – nonperishable items that don't need to be cooked or refrigerated. Five days worth is a good rule.



## **An Emergency at Home**

If there is an emergency at home that requires the Service Member being contacted, the first place to call is the Red Cross at 800-696-3873 or 877-272-7337. They are the ONLY organization that can verify the emergency, and contact the unit chain of command to request the leave. After contacting the Red Cross, be sure to call your Family Assistance Center. He/She will have other resources that can help you during the emergency situation. Every Emergency is different and the Unit Commander will approve leave after verification is made by the Red Cross.

## **Emergency Plans**

Knowing that your family is prepared for a possible emergency during your absence will bring peace of mind. With your partner, discuss and act upon these helpful measures:

- Try to save at least one month's pay in a savings account to use in case of emergency. This can prevent your family from having to use high-interest credit cards to handle unforeseen expenditures.
- Make sure your spouse and family members have the commanders' complete official mailing address and applicable telephone numbers, spouse's social security number, and the FRG leader and/or FAC representative telephone number.
- If you haven't already done so, find out about the services that are available to your family through the unit and family service center or family readiness group.
- Plan for where you might relocate in the event of a natural disaster or other emergency (friends, family, etc). Make sure your FRG and local FAC have an alternate address and phone number to reach you, and let them know if you relocate, so they can ensure your Soldier is able to check on you and know you are OK.
- Great emergency preparedness ideas are available at [www.ready.gov](http://www.ready.gov).

A Family Emergency Plan document is located at:

<http://www.ready.gov/america/downloads/familyemergencyplan.pdf>.

## **Emergency Financial Resources**

If you experience a problem with your pay or a temporary challenge in meeting financial commitments, you have resources for assistance:

- If you are on active duty for 30 days or more, contact your local Family Assistance Center (see page ??) because they have access to financial information and resources.



## ***Returning Veterans' Homestead Exemption***

### EXEMPTIONS ENACTED BY HB 664

Beginning with taxable year 2007, a homestead exemption, limited to a reduction set forth under section (b), from the property's value, as equalized or assessed by the Department, is granted for property that is owned and occupied as the principal residence of a veteran returning from an armed conflict involving the armed forces of the United States who is liable for paying real estate taxes on the property and is an owner of record of the property or has a legal or equitable interest therein. For purposes of the exemption under this Section, "veteran" means an Illinois resident who has served as a member of the United States Armed Forces, a member of the Illinois National Guard, or a member of the United States Reserve Forces. You will need a copy of your DD214 and/or overseas order to substantiate that you supported an armed conflict for your county assessor's office to receive your property tax exemption of up to \$5000.

It is not retroactive prior to tax year 2007, and it is up to \$5000 off of the assessed value of your property NOT your tax bill. There is no limit on the outlying years to apply, if you qualify. Depending on your tax rate the exemption amount will vary.

Further detail is in the Reunion and Reintegration Section V.

## ***IL Public Act 094-0312***

Illinois Public Act 094-0312, (35 ILCS 200/21-15) effective July 25, 2005, states "If an Illinois resident who is a member of the Illinois National Guard or a reserve component of the armed forces of the United States and who has an ownership interest in property taxed under this act is called to active duty for deployment outside the continental United States and is on active duty on the due date of any installment of taxes due under this act, he or she shall not be deemed delinquent in the payment of the installment and no interest shall accrue or be charged as a penalty on the installment until 180 days after that member returns from active duty. To be deemed not delinquent in the payment of an installment of taxes and any interest on that installment, the reservist or guardsperson must make reasonable effort to notify the county clerk and the county collector within 180 days after his or her deactivation and provide verification of the date of his or her deactivation. An installment of property taxes on the property of any reservist or guardsperson who fails to provide timely notice and verification of deactivation to the county clerk is subject to interest and penalties as delinquent taxes under this code from the date of deactivation."



## ***IL Public Act 094-0635***

In addition to the Federal SCRA, the State of Illinois has the following:

- Military Personnel Cellular Phone Contract Termination Act
- Department of Central Mgmt Services Law of the Civil Administrative Code Of IL: Bulk long distance telephone services for military personnel on active duty
- IL Municipal Code: No stoppage of gas or electricity; arrearage
- IL Insurance Code: Military Personnel on active duty; no lapse of life insurance policy
- Public Utilities Act: Military Personnel on active duty; no stoppage of gas or electricity; arrearage
- Code of Civil Procedure: Military Personnel on active duty; action for possession
- Interest Act Adds Sec. 4.05: Military Personnel on active duty; limitation on interest rate
- Motor Vehicle Leasing Act: Military personnel on active duty; termination of lease
- IL Line of Duty Compensation Act: Extends the Life Insurance Policy for Police and Fireman killed in the Line of Duty to ILNG and Reservists if IL Residents. This is free of charge and on top of the SGLI. Beneficiary forms can be completed in the Family Readiness Office.

## ***Federal Voting Assistance Program***

If you are deployed during a Federal or State Election, please visit [www.fvap.gov](http://www.fvap.gov) to obtain information on State instructions and an electronic version of Standard Form 76. You will be able to obtain forms, electronic voting tools, and state and local election official contact information from this website.

## ***IL Military Family Relief Fund***

***\$500.00 Status Based Grant*** to every IL Guardsman O-3 or W-3 or lower except E-9

Available to apply for every 6 months as long as criteria is met.

- IL National Guardsman (ILNG) only are eligible whether or not they are an IL Resident as long as following criteria is met:
  - OEF or OIF contingency
  - ILNG or IL Resident
  - Active Duty orders for more than 30 days



- A Guard Member does not have to deploy as long as the following criteria is met:
  - OEF or OIF contingency
  - ILNG or IL Resident
    - Example: A member of the 182d Airlift Wing lives in Iowa because they are an IL National Guardsman they now qualify.
    - Example: A member of the Iowa National Guard is a resident of IL they now qualify.
  - Active Duty orders for more than 30 days
  
- Applications can be made every 6 months of consecutive service or every 6 months on different orders if the following criteria is met:
  - OEF or OIF contingency
  - ILNG or IL Resident
  - Active Duty orders for more than 30 days

### *Needs Based Grant*

- ILNG
- IL Resident serving in the US Armed Forces Reserves
- Family member of the ILNG or Reserve Member and enrolled in DEERS
  - Active Duty orders for more than 30 days
  - Pay Grade O-3 or W-3 or lower
  - Military salary including BAH is at least 30% LESS than civilian salary including Drill Pay
  - Service Member must have dependents to be eligible
  - Available to apply every 6 months as long as the above criteria is met

### *Injury Based Grant*

- ILNG
- IL Resident serving in the US Armed Forces Reserves
  - Active Duty orders for more than 30 days
  - Sustained a service-connected injury as a direct result of a hostile action (whether hostile or friendly fire)
  - No restriction on marital status
  - No pay grade restriction



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Pursuant to Illinois Law (15 ILCS 405/10.05-10.05A), the Comptroller is required to withhold all eligible payments until any claim from Healthcare & Family Services has been satisfied. Therefore, IMFRF payment can be withheld towards delinquent payment to Healthcare & Family Services.

## ***Child Support Modification During Military Reserve/National Guard Mobilization/Activations***

The State of Illinois has an interest to ensure that child support payments are made in accordance with State law based upon all sources of income and appropriate deductions during long-term military activation periods for Reserve and Guard personnel.

All citizens, regardless of personal income levels, who have Illinois court or administrative orders involving child-support may apply for child support modification and enforcement services through the Title IV-D Division of Child Support Enforcement Program (DCSE) of the Illinois Department of Healthcare and Family Services (IHFS). These child support enforcement and modification services from HFS come at no cost to the applicant.

When a National Guard or Reserve member is mobilized or activated to long-term continuous military active duty orders (defined as greater than 30 continuous days), his or her income may change during the temporary period of military service. Members of the National Guard or Reserves who are placed on long term orders and who have been previously ordered by an Illinois court or by Administrative Order through HFS to make child support payments are required to continue current child support payment amounts until ordered otherwise.

The links at the website highlight what various parties who either pay child support or receive child support for dependent children need to do to apply for child support services through HFS. In addition, procedures for military and civilian staff members charged with military activation/mobilization administration are listed below.

All procedures must be followed to ensure that HFS can expeditiously process service applications from interested parties. Along with the forms on the website, applicant must provide a copy of their Leave and Earnings Statement. Questions can be e-mailed to [HFS.Project.Military@illinois.gov](mailto:HFS.Project.Military@illinois.gov), contact (312) 793-0193 or 1-800-447-4278.

The Title IV-D Temporary Child Support Modification instructions and forms can be viewed, printed, and downloaded in Adobe PDF format. Please visit: [http://www.standingupforillinois.org/homefront/child\\_support.php](http://www.standingupforillinois.org/homefront/child_support.php)



## *Illinois Military Family Relief (Leave) Act*

This law now allows spouses and parents of service members who are deployed to take up to 30 days off of work without losing their job. This is the first of its kind in the country.

**Be it enacted by the People of the State of Illinois, represented in the General Assembly:**

**Section 1. Short title.** This Act may be cited as the Family Military Leave Act.

**Section 5. Definitions.** In this Act:

**"Employee"** means any person who may be permitted, required, or directed by an employer in consideration of direct or indirect gain or profit to engage in any employment. **"Employee"** does not include an independent contractor. **"Employee"** includes an employee of a covered employer who has been employed by the same employer for at least 12 months, and has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. **"Employee benefits"** means all benefits, other than salary and wages, provided or made available to employees by an employer and includes group life insurance, health insurance, disability insurance and pensions, regardless of whether benefits are provided by a policy or practice of an employer. **"Employer"** means (1) any person, partnership, corporation, association, or other business entity; and (2) the State of Illinois, municipalities and other units of local government. **"Family military leave"** means leave requested by an employee who is the spouse or parent of a person called to military service lasting longer than 30 days with the State or United States pursuant to the orders of the Governor or the President of the United States.

**Section 10. Family Military Leave Requirement.**

(a) Any employer, as defined in Section 5 of this Act, that employs between 15 and 50 employees shall provide up to 15 days of unpaid family military leave to an employee during the time federal or State deployment orders are in effect, subject to the conditions set forth in this Section. Family military leave granted under this Act may consist of unpaid leave.

(b) An employer, as defined in Section 5 of this Act, that employs more than 50 employees shall provide up to 30 days of unpaid family military leave to an employee during the time federal or State deployment orders are in effect, subject to the conditions set forth in this Section. Family military leave granted under this Act may consist of unpaid leave.

(c) The employee shall give at least 14 days notice of the intended date upon which the family military leave will commence if leave will consist of 5 or more consecutive work days. Where able, the employee shall consult with the employer to schedule the leave so as to not unduly



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disrupt the operations of the employer. Employees taking military family leave for less than 5 consecutive days shall give the employer advanced notice as is practicable. The employer may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

(d) An employee shall not take leave as provided under this Act unless he or she has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave.

#### **Section 15.** Employee benefits protection.

(a) Any employee who exercises the right to family military leave under this Act, upon expiration of the leave, shall be entitled to be restored by the employer to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment. This Section does not apply if the employer proves that the employee was not restored as provided in this Section because of conditions unrelated to the employee's exercise of rights under this Act.

(b) During any family military leave taken under this Act, the employer shall make it possible for employees to continue their benefits at the employee's expense. The employer and employee may negotiate for the employer to maintain benefits at the employer's expense for the duration of the leave.

#### **Section 20.** Effect on existing employee benefits.

(a) Taking family military leave under this Act shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.

(b) Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan that provides greater leave rights to employees than the rights provided under this Act.

(c) The family military leave rights provided under this Act shall not be diminished by any collective bargaining agreement or employee benefit plan.

(d) Nothing in this Act shall be construed to affect or diminish the contract rights or seniority status of any other employee of any employer covered under this Act.

#### **Section 25.** Prohibited acts.

(a) An employer shall not interfere with, restrain, or deny the exercise or the attempt to exercise any right provided under this Act.

(b) An employer shall not discharge, fine, suspend, expel, discipline or in any other manner discriminate against any employee that exercises any right provided under this Act.

(c) An employer shall not discharge, fine, suspend, expel, discipline or in any other manner



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discriminate against any employee for opposing any practice made unlawful by this Act.

**Section 30.** Enforcement.

A civil action may be brought in the circuit court having jurisdiction by an employee to enforce this Act. The circuit court may enjoin any act or practice that violates or may violate this Act and may order any other equitable relief that is necessary and appropriate to redress the violation or to enforce this Act. becoming law.

SB1627 Enrolled LRB094 10133 RXD 40395 b  
Public Act 094-0589

## ***Service Members Civil Relief Act***

### **A Summary**

The Service Members Civil Relief Act of 2003 (SCRA), formerly known as the Soldiers' and Sailors' Civil Relief Act of 1940 (SSCRA), is a federal law that provides protections for military members as they enter active duty. It covers issues such as rental agreements, security deposits, prepaid rent, eviction, installment contracts, credit card interest rates, mortgage interest rates, mortgage foreclosure, civil judicial proceedings, automobile leases, life insurance, health insurance and income tax payments.

You should contact your nearest Armed Forces Legal Assistance Program office to see if the SCRA applies. Dependents of Service Members can also contact or visit local military legal assistance offices where they reside.

Please consult the <http://legalassistance.law.af.mil/content/locator.php> for each branch of the armed forces.

In order to have your SCRA case reviewed by the Department of Justice (DOJ), you must first seek the assistance of your military legal assistance office. If that office cannot resolve the complaint, it may choose to forward the complaint to the DOJ. The DOJ then will review the matter to determine whether DOJ action is appropriate.



## ***Uniformed Services Employment and Reemployment Rights Act of 1994***

### **What Protections Does It Provide?**

USERRA seeks to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service. They should be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services.

To qualify for USERRA's reemployment rights, a Service Member must meet the following eligibility criteria:

- The Service Member must have left a civilian job;
- The Service Member must have given notice to the employer that he/she was leaving to perform military service;
- The military service must not exceed five years (although there are a few exceptions);
- The Service Member must have had an honorable discharge; and
- The Service Member must have reported back to work within the appropriate time constraints.

Employers must reemploy returning Service Members in the same job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Reasonable efforts must be made to enable returning employees to refresh or upgrade their skills to enable them to qualify for reemployment. Additionally, Service Members are entitled to immediate reinstatement of health insurance for the member and previously covered dependents with no waiting period and no exclusion of preexisting conditions other than those that are military service-related.

Employers must reemploy Service Members who are disabled because of their military service in a position most nearly approximating their former position if they can no longer perform that job.



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## *Our Military Kids Grant*

Comfort. Stability. Routine. Fun!

All children need these ingredients to thrive but especially those who have a parent deployed in military service to our country or recovering from injury at home.

Along with the sacrifice of having a parent away in service for months at a time, many Guard and Reserve families are so financially stretched they cannot afford the fees for sports, fine arts, or tutoring programs so crucial to their children's sense of well-being. Children of severely injured service members face similar financial difficulties along with the challenges of learning to adapt to the physical, mental, and emotional changes in a loved one.

Our Military Kids, founded in 2004, stepped in to fill these gaps with a simple grant program that pays for children's activities. Eligible families apply for a grant and within days of receipt in the Our Military Kids office, a packet is sent to the child thanking them for their service to our country and notifying them of the award, then a check is sent directly to the service provider.

Our Military Kids helps families who often fall outside the parameters of established support programs – the families of National Guard and Reserve service men and women who have been and are continuing to sacrifice so much for our country.

Working with a team of volunteers, a dedicated staff, Board of Directors and Advisory Board, Our Military Kids has distributed grants to children in all 50 states, the District of Columbia, and most U.S. territories. From its pilot program in March 2005 in Winchester, Virginia, Our Military Kids has extended its reach to families nationwide.

Our Military Kids is funded by donations from individuals, corporations, foundations, and government and is a 501(c)(3) organization. Donations are fully tax-deductible to the extent allowable by law.

For applicable application, documents and eligibility, please visit <http://www.ourmilitarykids.org>.



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## ***COMMUNICATIONS***

### **KEEP THE NEWS FLOWING!**

When you are separated by a deployment, keeping the communication open and flowing is very important. No news is bad news!!! Before your Service Member leaves, talk about how you will stay in contact with each other during the deployment. In this day and age, there are many ways to "talk".

**Letters** – As soon as the unit gets to its destination, it will send home a mailing address. You can contact the US Post Office at 800-275-877 for free shipping material, boxes, tape, customs forms, address labels.

**Emails** – If you have access to email, this is a cheap, instant way to keep in touch. If you don't have email accounts, maybe now is a time to get into this special way of communicating. Talk with your Service Member to find out if there is a branch or component Knowledge Center for email and information.

**Care Packages** – For Service Members away from home, having some of their favorite things or little bits of home - will help during the separation. A few things to remember:

Depending on where the unit is stationed, there may be some restrictions on what will be accepted through the mail system. Be sure to know what can and cannot be sent through the mail to that particular station.

Use sturdy containers and don't send perishable goods. Sometimes it takes as long as six weeks for the mail to find soldiers and airmen. Ensure your privacy. Sometimes these packages are opened for security reasons or in front of others.

### **Telephone Tips For Military Families**

*By David Wood, Military Money*

If you or a family member serves in the military, you know how expensive the monthly phone bill can be. This is especially true for the friends and family of soldiers serving outside of the United States. The following tips will help you save more of your hard earned money.

### **International Calls**

**Calling to an Overseas Mobile Device:** Although it depends on which country you are calling, overseas carriers have been increasing the rate to call a mobile device (cell phone, pager, etc.) when calling from the U.S. This is normally called an *international/special services termination rate* and will usually be listed on the calling plan international rates list under "mobile" or "cellular." If this mobile charge applies to the country you are calling, some carriers



will charge you a higher per minute rate while other carriers will charge a flat surcharge rate per call.

**Calling Overseas from a U.S. Mobile Phone:** If you use your wireless phone to make international calls, your normal wireless provider might have a high per minute rate. If this is the case, there are stand-alone products especially for these calls. A special cellular plan like this means you don't have to switch cellular providers or phone numbers. You just register your number with the company and dial a toll-free access number before your call. This is one of the best ways to receive discount international rates from your cell phone.

**Direct Dial or Dial Around:** Many quality direct dial (1+) calling plans maintain generally low international rates. Other direct dial plans have low rates to certain countries but much higher rates to other countries. If your regular long distance plan has a high rate to the countries you call, consider using a 10-10 dial around number for your international calls. You can use a 10-10 number without switching long distance carriers and often receive a great low international rate. If needed, use a combination of services to save the most money.

**Using an Operator to Place Your Call:** Unless your call is a critical emergency, never use an operator to place an international call. The cost can be extremely high.

**Let's Go Pre-Paid:** This is another way to save money on your international calls. If you use a pre-paid phone card or pre-paid long distance, always consider if there is a connection fee or a monthly fee. Also read the details of the billing increments. I have seen some prepaid cards advertised to the military that displayed the low rate in big bold print, but the small print showed a billing increment of four minutes meaning that each call is rounded up in four-minute intervals (i.e., a five-minute call will cost you the same as eight minutes). Also keep in mind that some cards can be recharged, some will expire a certain date from first use, while others will expire a certain time from the date you purchased the card.

**Calling the U.S. from Another Country:** If stationed in another country, look into using an international callback service (along with using the standard long distance carrier in another country or using a prepaid card). Some U.S. carriers offer callback programs that work like this: You register your overseas phone number with the callback provider and, when you need to call back to the States, you can make your call using actual U.S. phone lines. The rates often are much cheaper than the rates of the international carrier. Payment methods can range from prepaid using a credit card, non-prepaid using a credit card, or even paying by a wire service.

Your Service Member may also have access to a DSN (Defense Switched Network) line from the deployed location. They may be able to call back to a Morale DSN or to their home unit to transfer out to you.

The Service Member may have the opportunity to purchase a mobile phone in country. They can also try to utilize Google calls, Skype, or like products.



## **Domestic Calls**

**Using a Cell Phone:** Many U.S. consumers are now going this route, especially if they make numerous long distance calls a month. There are even prepaid cellular plans where you don't have to sign a contract or pass a credit check.

**Choosing a Regular Direct Dial Plan:** There are numerous quality discount plans that do not require a monthly fee. Always choose based on your calling patterns. You can also combine the use of a good 10-10 number with your direct dial plan if needed.

**A Service Member Calling Home:** If you or a family member calls home within the States and does not use a cell phone or prepaid card, consider getting a toll free number for the home line. Incoming rates from within your state will vary, but you should never pay more than \$0.05 per minute for calls coming from outside your state (other than Alaska and Hawaii). You do not need a second phone line to have a toll-free number.

**Using Prepaid Services:** Many quality discount prepaid phone cards and prepaid long distance programs are available. As with international calls, always check billing increments, monthly maintenance fees, and connection fees (if any). In virtually all calling situations, using a prepaid service that charges a connection fee will cost you money in the long run.

Always remember to read the small print, and don't place all your focus on the per/minute rate.

**Photos and artwork:** Pictures of family and loved ones are very important during a time of separation. Special hand-drawn items from children bring a piece of home into a far-away place.

### **What to do in times when you are not able to communicate with one another?**

#### **NO NEWS IS GOOD NEWS!!**

There will be times when your Guard member is involved in his or her mission and won't be able to easily communicate with you. Sometimes you will have a warning of this, but, sometimes you will not. What to do during these times:

- **Accept it when it happens:** At times, your soldier or airman may be involved in a mission or a type of training that will not allow easy communication. These silences could occur whether the unit is at drill, AT or at a mobilization site. The only time this happens is when it is REQUIRED for the duty at hand. When it occurs – it occurs for a reason. It could go on for an extended period of time or it could only be for a few hours or a few days.



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- **Plan for it before:** These silences are the times to stay in contact with the unit Family Readiness Group. The volunteer leader(s) assigned by the commander will be one of the first outside people contacted when the unit is once again able to communicate. The leader(s) will let the families know – through its established communication tree – as soon as they know and the unit says it is OK to spread the word.

## *Operation Security (OPSEC) for Families*

As a Family Member of the Military community, you are a vital player in our success, and we couldn't do our job without your support. You may not know it, but you play a crucial role in ensuring your loved ones safety just by what you know of the military's day-to-day operations. You can protect your loved ones by protecting the information that you know. This is known in the military as Operations Security or OPSEC.

OPSEC is keeping potential adversaries from discovering our critical information. As the name suggest, it protects our operations – planned, in progress and those completed. Success depends on secrecy and surprise, so the military can accomplish the mission quicker and with less risk. Enemies of freedom want our information, and they're not just after the military member to get it. They want you, the Family Member.

OPSEC teaches you to:

- Look at your daily activities from an enemies' point of view.
- Understand what an enemy might know about you and your family.
- Assess the amount of risk this places on you and your family.
- Develop and apply countermeasures, which are ways of preventing enemies from gaining your sensitive information.

### **So...WHAT CAN I DO?**

Limit what you say about:

- Military movements (deployment/redeployment dates, dates of field exercises, flight information etc.)...next Tuesday IS a specific date.
- Any issues with the unit
- Anything concerning security
- Equipment issues (what, no body armor or blankets?)
- Locations of units (it's OK to say they're in Iraq, but not to say that your spouse's unit is at 14<sup>th</sup> and Ramadan in Kadamiyah)



**DON'T Discuss in these places:**

- Clubs/Bars
- Restaurants
- Gyms
- Shopping
- Public Transportation
- Basically anywhere someone you don't know could be listening

**The Don'ts of OPSEC**

Don't:

- Discuss future destinations
- Discuss future operations
- Discuss dates and times of exercises
- Discuss readiness issues or numbers
- Discuss specific training equipment
- Discuss people's names and billets in conjunction with operations
- Speculate about future operations
- Spread rumors about operations
- Assume the enemy is not trying to collect information on Military operations, you or your family

**OPSEC measures you should practice daily:**

- Be aware of your surroundings
- Keep sensitive discussions in designated secure areas
- Keep a need-to know (if they don't need to know, don't tell them)
- Do **NOT** place information about Service Members on Social Networking Sites such as Facebook, MySpace, Twitter, Blog Sites, or Personal Websites

**OPSEC measures you should practice online:**

- Do not discuss sensitive information in
  - E-mails
  - Chat rooms/instant messaging
  - Blogs
- Avoid posting excessive personal information on your family website
  - When Service Members deploy
  - Your Family Members full names, ages or where they attend school



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- Your address
- Rank/MOS
- “A picture is worth a thousand words...” Keep this in mind when posting them.
- REMEMBER...**ANYTHING** put on the Internet is available to **ANYONE** on the Internet... It IS the World Wide Web.

Our goal is to provide you with a greater understanding of our security concerns. The information in this guide is not intended to make you paranoid or suspicious that everyone you meet is a spy or terrorist. But stay alert...if any stranger shows excessive interest in the affairs of your family members, military or not, please notify the proper authorities.

*Courtesy of the Ordinance Center & Schools Security Office*

## ***AMERICAN RED CROSS***

*During times of mobilization and deployment...*

No one ever said that being in the Reserve, National Guard or any other community-based military position was going to be easy for you – or your family. Military life, in fact, often creates unforeseen hardships.

The good news is that American Red Cross Armed Forces Emergency Services (AFES) helps a community-based military members and their families cope with separation and other special needs related to service in the armed forces.

*... We'll be there*

As a community-based military man or woman, you and your family are entitled to the same valuable Red Cross emergency services as full-time active duty military personnel. We're always there to help you:

- **Stay in touch with loved ones.** Our Red Cross worldwide emergency communications network operates 24 hours a day, 365 days a year. We can help you or your family send emergency messages regarding the death or serious illness of a family member, the birth of a child or other family emergencies.
- **Get verification of emergency leave information.** The Red Cross can provide you and your commander with fast, reliable information to help make decisions regarding emergency leaves, deferments, compassionate reassignments and dependency discharges.
- **Secure emergency financial assistance.** The Red Cross collaborates with the military and societies in providing financial assistance when an urgent personal or family crisis



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arises – that is, when you might need financial assistance for emergency travel, burial of a loved one or urgent health and welfare needs such as food and shelter.

- **Obtain counseling, information, referrals and other social needs.** In addition to having Red Cross workers available to you for confidential problem solving, as a community-based military member you also are entitled to a variety of health and supportive services from the military and other sources. The Red Cross can help you understand these referrals and government benefits.
- **Receive veterans services to which you are entitled.** The Red Cross represents veterans and their families who seek compensation awards from the Department of Veterans Affairs (DVA). Red Cross volunteers also serve hospitalized veterans at VA medical centers.
- **Find disaster assistance, health and safety and HIV/AIDS education and volunteer opportunities.** The Red Cross provides assistance in times of disaster and offers you and your family health and safety training and volunteer opportunities.

You're an integral part of the military family. Consider us – the Red Cross – a close relative who's just a phone call away.

Get to know us before you need us by contacting any or our offices in Red Cross chapters and on military installations all over the world.

**DO NOT FORGET ABOUT ALL THE  
INFORMATION AT  
[WWW.MILITARYONESOURCE.COM](http://WWW.MILITARYONESOURCE.COM)**

Refer to Section III Steady State Readiness  
for further information.



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*Section V*

*Reunion*

*And*

*Reintegration*



## **REUNION & REINTEGRATION**

Finally, the separation is over! Now it's time for friends and loved ones to get reacquainted with each other. Take a moment to browse through the Reunion and Reintegration section to better prepare you, your friends, and family members on making the Reunion as memorable as possible.

### **Reunion is a process not an event!**

## **Introduction**

Perhaps you have been separated several weeks or months from your family, friends, colleagues and your familiar social environment. Have you considered that just as you and those with whom you live and work were required to make adjustments prior to the deployment, additional adjustments will likely be necessary once the deployment is over? The purpose of this information is to help you do just that--smoothly transition back into your home, work, and social life. In an effort to pave the way to your household's successful reunion, we'll look at five major areas:

- (1) Reunion and the single member
- (2) Reunion and marriage
- (3) Reunion and children
- (4) Reunion and single parents
- (5) Reunion and work

As we review these areas, you are encouraged to take the "shopping cart approach." That is, when you go shopping, you don't take everything in the store off the shelf and put the items into your shopping cart. You only take what you need at that time. Similarly, some of this information will be relevant to you and perhaps some won't. Take what is useful to you and strive to apply it to your life.

Throughout this section, you'll find a major recurring theme about settling back into your home, work, and social environments: Go slow. Why? Because like deployment, **reunion is a process not an event.** What does that mean? When you or your family member deployed, it probably wasn't after a morning notification followed by a same day departure. Rather, you and your family likely went through a preparation process over several days, weeks or even months. This involved attending pre-deployment meetings, receiving immunizations, weapons qualification, reviewing checklists, packing bags, and so on. It also involved the "stay behind" spouse, friend or neighbor learning how to temporarily take over some of the deployed person's responsibilities, such as child care, vehicle maintenance, pet care, lawn care, checkbook balancing, etc. As you were trying to take care of numerous projects and responsibilities prior to the deployment, you may have experienced some tension in your relationships at home as well as at work. Perhaps you were at times irritable with your spouse, children, or colleagues. At the same time, you may have noticed some resentment toward the deploying person for leaving,



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even though the deployment was necessary. Young children may be unable to understand why Mom or Dad must go away, no matter how carefully the need is explained. The person preparing to deploy may have felt guilty about leaving their family and colleagues with all those additional responsibilities. In any event, such unpleasant emotions as tension and irritability may have served a purpose as you prepared for the deployment: to create some temporary emotional distance making it easier for you and those you care about to say farewell. Again, just as deployment was a process that required time and effort, the process of reunion will also require time and effort.

## **Homecoming Predictions**

Every deployed person and their household members will experience a feeling of anticipation as the end of the deployment approaches. This may take the form of eagerness for reunion or a dread of a return to a problematic situation or a mixture of both. Few get much sleep the night before homecoming. Children in the home may act out more than usual. These feelings may result in you and your family members being keyed-up and exhausted when the family is finally reunited. It may take a while for the Guard member to get adjusted to the local time zone, home cooking, lack of continual noise, etc. Some initial difficulty sleeping through the night is typical.

After the end of a deployment, it is not unusual to experience a "homecoming let down/post-deployment plummet." Reality is seldom equal to how we have fantasized life after reunion would be. It makes sense to keep expectations reasonable and to be flexible.

The Guard member may want to stay at home and rest while the spouse may be eager to go out socializing as a couple or get the accumulated "honey do" tasks done. Skillful compromise and reasonable give and take will be needed if arguments and hurt feelings are to be avoided.

It is wise for the Guard member to express appreciation for the spouse's efforts in running the household single-handedly. It is unwise to criticize the spouse's efforts or the decisions they had to make on their own during the deployment.

If the deployed member brings home gifts or there are special welcome efforts the family and friends make for the deployed member, they may not result in the expected reaction. Again, it makes sense to keep expectations reasonable and to stay flexible.

Children's reactions at homecoming may not be what the parents expected or hoped for. Very young children may not remember the deployed person and may be shy. Older children may be resentful of the time the deployed person was away from the family. Children may need time to get reacquainted. Give it time.

If there were unresolved marital or family problems before the deployment, they will likely not have gotten better during the deployment. Realize it will take time and effort to resolve such problems. Be patient and keep expectations reasonable.



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During the deployment if promises were made through letters or phone calls, the person to whom the promises were made will probably remember and expect the promises to be kept.

The deployed person may feel surprised or hurt the partner did so well on their own during the deployment. Or may feel a little jealous at how closely the children bonded with the "stay behind" parent. Such feelings are normal, but it is wise to show the other person love and appreciation for all their efforts during the deployment.

## **Reunion and the Single Member**

As a single person, you may have someone living in your home or apartment in your absence. Alternatively, you may have "mothballed" your home, or perhaps you moved out prior to deploying and will need to find a new residence when you return. If you are a student and lived in the dormitory, you might have gained a new roommate during your absence. Regardless of your living situation, one of your first tasks will be to "put your house in order." Once you've done that, you'll be ready to focus on reestablishing your family and social ties.

As you anxiously anticipate going home, recognize that you've probably changed in subtle ways. You've made new friends; functioned in living and working environments that may be very different than anything you'd previously experienced; perhaps taken up new exercises or hobbies; rubbed shoulders with a "different world"; and stretched your comfort zone. As a result, you'll go home a somewhat changed person. If you have a "significant other" in your life, this person may have also changed in your absence and change inevitably can create stress. As you adapt to the changes which may be required in your relationships, you may experience over the short-term some worry, frustration, anger, confusion, appetite disturbance, fatigue, mood swings, or sleep difficulties. Usually, these difficulties don't last longer than 2 to 4 weeks. If they continue, consult your physician or mental health professional for assistance.

Veterans' Administration provides outreach and readjustment counseling services through 232 community-based Vet Centers located in all 50 states, the District of Columbia, Guam, Puerto Rico, American Samoa, and the U.S. Virgin Islands.

Veterans are eligible if they served on active duty in combat theater during World War II, the Korean War, the Vietnam War, the Gulf War, or the campaigns in Lebanon, Grenada, Panama, Somalia, Bosnia, Kosovo, Afghanistan, Iraq, and the Global War on Terror. Veterans, who served in the active military during the Vietnam-era, but not in the Republic of Vietnam, must have requested services at a Vet Center before Jan 1, 2004. Vet Centers do **NOT** require enrollment in the VHA Health Care System.

Vet Center counselors provide individual, group, and **family readjustment counseling** to combat veterans to assist them in making a successful transition from military to civilian life; counseling services treatment for post-traumatic stress disorder (PTSD) and help with any other military related problems that affect functioning within the family, work, school or other areas of



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everyday life; other psycho-social services include outreach, education, medical referral, homeless veteran services, employment, VA benefit referral, and the brokering of non-VA services. The Vet Centers also provide military sexual trauma counseling to Veterans of both genders and of any era of military service.

Regardless of whether or not you have a significant other in your life, there are no doubt people whom you consider to be family. What does family mean to you? Is family restricted to biological relatives or do you also think of close friends as family? Will someone whom you consider family be there to greet you at the airport? Will you be going home to visit your family of origin? If so, how do you feel about seeing them? What will you talk about? How will you respond to changes that may be taking place in your family? Perhaps a sibling is going through a divorce, or a grandparent has become seriously ill. Be prepared for changes.

You may feel that nothing is going the way you planned and hoped. It is still vital that you make plans, especially for the first few days of your return. If you do not have friends or family who live in the local area, make plans with other returning unit members for a homecoming activity that is special for you and remember to call home. One goal you may have as a single member returning from deployment is to meet someone new.

Perhaps some of you are recently single again following a divorce or the end of a long-term relationship. Some issues to consider are:

- What kind of relationship are you looking for?
- What do you contribute to a relationship?
- What do you want in a relationship?

Now comes the hard part. How do you actually get yourself to go out and meet new people? How you feel about yourself affects whether or not you take the risk to go out and meet new people. You have to like yourself enough to take the risk of going places and meeting new people, male and female. If you have a good self-image, it will enable you to take risks, survive the rejections, and at times, overcome the stereotypes associated with being in the military.

Your return may also be a good time to focus on how you want to live upon return. If you've thought about returning to school, now is the ideal time to check out some of the educational programs, both military and civilian. The key is to focus on what makes your life full and to make plans NOW to integrate those activities into your life.

Beyond practical issues, have you considered what impact the deployment will have on your social relationships and living habits? Many people with whom you've become friendly on the deployment may now be much less available to you, particularly if they're married and are busy getting reacquainted with their families. This can promote feelings of loneliness and even mild depression. At the same time, you can keep yourself busy by actively reconnecting with old friends and acquaintances back home. And like everyone else who comes back from



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deployment, it makes sense to keep expectations reasonable and to be patient. Within a few weeks, your life should be back to a predictable and comfortable pattern again.

## Reunion and Marriage

### *Anticipation*

If you are the deployed person, you've functioned in living and working environments that may be very different than anything you'd previously experienced. If you are the "stay behind" spouse, you have also probably grown during the deployment. You may have taken on new responsibilities and developed confidence, that can "keep the ship afloat" in your spouse's absence. Out of necessity, you have learned to cope without your spouse.

Both you and your spouse are probably thinking a lot about what it will be like to get home. Maybe you're finding it more difficult to concentrate on work as your thoughts continue to drift to reunion. While you're excited about reunion, perhaps you're also a bit worried about some "unfinished business" in your relationship. After all, whatever challenges existed in your relationship before the deployment will not have magically resolved during the deployment. Maybe there are other lingering doubts and fears. Over all, though, you're probably very excited about once again spending time together as a family and sharing private time with your spouse.

### *Changes at Home*

Although you'll be excited about reunion, and the whole family will probably be thrilled with the return of the deployed person, everyone may experience a range of thoughts and feelings. Perhaps the deployed person will be a bit worried about how well he or she will fit back in. At the same time, family members might also be concerned about how the deployed person will treat them. They may wonder if their accomplishments will be appreciated or resented. They may be concerned that the deployed person will violate the "go slow" principle and attempt to immediately "take over" everything. These concerns are a normal part of the reunion process and typically require little more than some time and patience to sort out. The "stay behind" spouse probably had to change some procedures while the deployed person was gone. If it was the deployed person's responsibility to mow the lawn, take out the trash, vacuum the carpet, or pay the bills, someone else in the family had to temporarily assume those responsibilities. Other changes in family procedures may have taken place in response to evolving family needs. In any event, the deployed person should remember to **"go slow"** when adjusting to reunion with their family. Integrating back into the family is a process, not an event that can simply happen at the front door of your home by your announcing, in essence, "I'm home and I'm in charge." To take that approach is to invite arguments and hurt feelings.

One of the first changes that the newly returned person is likely to notice is that their partner has become more confident in his/her ability to cope with whatever hand life deals. Notice, how this makes you feel. Are you proud of him/her? Hopefully, you are. Be sure to express your appreciation for his/her valiant efforts to independently cope with the complexities of family life



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in your absence. Do you feel a little threatened? Not sure exactly where and how you fit into the family now? These are very normal concerns.

### ***Trust/Fidelity***

How would you characterize the trust level in your relationship when the deployment occurred? To what extent did you trust your partner to handle finances? What was your trust level in terms of your partner maintaining sexual fidelity? What do you think his/her trust level in you was in these and other key areas? Worries about a partner's unfaithfulness are much more common than the occurrence of infidelity. It is wise to assume you've both been faithful to one another unless you have strong evidence, not merely suspicion, to indicate your spouse has been unfaithful. After all, accusations of infidelity are very serious and strike at the very core of a relationship.

If your marital relationship was an overall respectively satisfactory one before the deployment, it's unlikely that any infidelity has taken place. When infidelity does occur, deployment notwithstanding, it is almost always a sign of much deeper relationship problems. Accordingly, these underlying issues must be addressed, perhaps with the help of a professional counselor, for the marriage to become healthier. If problems are left unresolved, acts of infidelity may become a devastating pattern in the relationship.

### ***Communication***

Homecoming is the time we resume communicating "face to face" again. What will you and your partner talk about? Are you open to talking about changes that have occurred in each of your lives as positive experiences that can promote growth in your relationship? Are you willing to really listen? Your partner may want to tell you many things that happened while you were away. Even though you may have been fortunate enough to have phone contact, letters, and perhaps e-mail and video teleconferences, your partner needs your undivided attention, face to face.

If you are the Service Member, how will you respond to the way your partner has handled things in your absence? What about decisions he/she made that you question? Will you second-guess your partner, or will you recognize that he/she was operating in a stressful environment and made the best decisions he/she was capable of making? It is helpful to remember that you were not there and you do not know all the factors that went into decision-making. If you choose to criticize your spouse, what do you hope to accomplish?

Anyone can criticize. But remember, no one ever erected a statue to a critic! If you choose to criticize your partner's judgment, you'll be doing damage to your spouse's self-esteem and ultimately to your relationship. So, it's in everyone's best interest for you to accept the decisions your spouse made, acknowledge that he/she made them under difficult circumstances, and move on.



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As we've previously discussed, you can expect your partner has developed heightened self-confidence, especially in the area of operating the household. Hopefully you're proud of him/her and will openly express that. In any event, although your partner may be anxious to return many responsibilities to you, this is an area that you'll need to negotiate, and maybe transition some roles and responsibilities gradually. As an example, if you usually managed the family finances

before, but your partner has been doing so in your absence, you'll need to get a thorough understanding of what has transpired. Since finances can be an emotionally laden area, communication will shut down if you become critical, judgmental, or angry. In short, you and your spouse will need to negotiate a mutually satisfactory "transition plan" for you to reassume your roles within the household. Also, remain open to the possibility that the previous "division of labor" may need to be modified. Use the reunion as an opportunity to take a fresh look at things and make a fresh start in those areas where it makes sense.

You, as the military member, have received ribbons, medals and awards for doing a good job in the military. The only appreciation your spouse receives for supporting your decision to be in the military is the appreciation he/she receives from you. Many military spouses feel that without that emotional payoff, going through deployments and other military-related disruptions of family life is just not worth it.

Avoid getting into the "who had it worse" game! The truth of the matter is that the separation was difficult for both of you. But, it was probably more responsibility for the entire household and often worrying about the safety of the deployed Service Member.

### ***Intimacy/Sexuality***

Intimacy and sex is not the same thing. Hopefully, you and your partner have maintained a solid sense of intimacy, or "emotional connection", during the deployment through frequent communications. What you have not been able to maintain, as you and your partner are no doubt acutely aware, is the sexual component of your relationship. Since sex tends to be prominent in the thinking of both spouses during deployment, it tends to become a key focus of reunion. Given sexuality is a highly personal aspect of your personal and marital lives; you need to deal with this area with patience.

Although sexual intimacy can resume instantly, and this may well be your mutual desire, the level of overall emotional intimacy and comfort with one another that you experienced before the deployment may take awhile to regain. Keep in mind that for over several months you've only been able to communicate with each other, at best, a few minutes a day, and that you've had no face-to-face contact. Again, go slow. Considering you've both experienced personal growth while separated, it makes sense to take some time to get to know each other again, not unlike two friends who haven't seen each other for awhile. Build upon the intimacy you shared. Recognize you and your partner are "out of practice" in terms of sexual contact. As a result, it's not highly unusual after lengthy separations for temporary awkwardness to arise.



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Also, you may feel a bit uncomfortable together initially. If you have such experiences, do not make too much of them, as doing so only heightens anxiety, which in turn can set you up for a negative cycle of sexual problems. Simply relax, take your time, and let your sexual relationship resume in a way that is gratifying for both of you.

## **Children and Reunion**

### ***Expectations***

Change is as stressful for children as it is for adults. The homecoming of the Service Member is a major change for the children in the household. They have grown physically, emotionally, socially, and spiritually during the deployment. Children are not skilled at coping with their stress in large part because they have little life experience. As a result, they may temporarily act out or regress to a less mature stage of behavior as a part of their reaction. In any event, there will be a readjustment period—typically 4 to 6 weeks—for the entire family. You can greatly enhance your family's reunion by developing realistic expectations of how your child will respond to the military parent's return based upon the child's age. We will discuss what you may expect of different age children, and how you may facilitate the reunion process with your children. As you know, children are not "miniature adults," but rather developing individuals who change rapidly in their thought and behavior patterns. So a 1-year old and a 5-year old will respond very differently to your returning.

### ***Infants (Birth to 1 year)***

An infant has not yet developed much of an ability to remember people and events. Accordingly, as painful as this might be for you to consider, you shouldn't expect baby to recognize the parent who has returned from a long deployment. Instead, you should expect him/her to initially react as if the newly returned parent were a stranger. The infant may cry, pull away, fuss, and hold on to the person who was his/her primary caregiver during the deployment when the Service Member parent tries to hold them. Once again, "go slow." The baby will "warm up" to the Service Member parent at his/her own pace. The newly returned parent should gently get involved in holding, hugging, bathing, feeding, playing with, and otherwise caring for the baby. The key is to be patient and let your baby's reactions be your guide in terms of what pace to proceed in getting acquainted.

### ***Toddlers (1 - 3 years)***

Possible toddler responses could be to hide from the newly returned parent, to cling to his/her primary caregiver, cry, and perhaps regress to soiling if he/she is potty trained. Again, give your child space and time to warm up to the newly returned parent. It helps for the Service Member parent to sit at eye level with the child (to look less intimidating) and talk with him/her. A gentle offer by the returned Service Member to play with the toddler may be helpful, but do not force



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the issue. Doing so may intensify your child's discomfort and resistance. Also, it may have helped the child to more clearly remember the deployed parent if the stay behind caregiver frequently showed him/her pictures of the Service Member and said "Daddy" or "Mommy," as the case may be. This is true because for children at this age, the old adage "out of sight, out of mind" aptly applies.

### ***Preschoolers (3 - 5 years)***

Children in this age range tend to think as though the world revolved around them. Keeping that in mind, it's not surprising that your preschooler may think he/she somehow made the Service Member parent go away. Or that the Service Member parent left because he or she no longer cared about the child. If this is the case with your preschooler, he/she may feel guilty or abandoned. As a result, your child may express intense anger as a way of keeping the military parent at a distance, thereby "protecting" himself/herself from further disappointment. Your preschooler may also test limits (see if familiar rules still apply).

To promote the reunion process, parents should consider the child's feelings, not act overly concerned, and focus on rewarding positive behaviors. It is good for the newly returned parent to talk with the toddler about his/her areas of interest, be it storybooks, toys, or whatever and give the preschooler some undivided attention. Meanwhile, the Service Member parent should support the other parent's enforcement of family rules but be careful about too quickly stepping into an authoritative role. The toddler needs time to adjust to the Service Member parent once again being an active participant in his/her life.

### ***School Age (5 - 12 years)***

Children in this age range are likely to give returning parents a very warm reception if the parent-child relationship was strong before the separation. The school age child may excitedly run to the Service Member parent as soon as the parent gets off the plane. He/she may be inclined to try to monopolize the newly returned parent's attention and "talk your ear off" during the drive home and then want to show-off scrapbooks, hobby items, or school projects when the Service Member parent gets home. If, on the other hand, the military parent's relationship with the school age child was strained, the child may fear punishment for the child's misbehavior during the deployment. Such a thought process may lead the child to at first be shy or withdrawn around the newly returned parent. At any rate, it is best for the Service Member parent to have friendly interest in what the child has done during the time of deployment and praise him/her for his/her efforts and accomplishments.

### ***Adolescent (13 - 18 years)***

As you already know if you're the parent of an adolescent, they can have mood swings that go up and down like a roller coaster. One moment they are solving problems in a reasonable and logical way and the next may be reacting in a purely emotional and childlike fashion. So, your adolescent's reaction to your return may be characterized by mixed emotions. Like the school age child, your adolescent may be very excited to see the military parent again, if the relationship



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was amicable prior to the deployment. Sometimes, however, adolescents are reserved in publicly expressing their emotions and may be more concerned about acting "cool" in front of their peers. Adolescents tend to be very sensitive about being unfavorably judged or criticized. With this in mind, be sure to make time to discuss with your adolescent what is going on in his/her life as well as what you've experienced. As with sons and daughters of any age, it's critical to give your adolescent some of each parent's undivided pleasant attention.

## **Reunion and Single Parent**

If you are a single parent in the military, you may be experiencing some unique concerns about reuniting with your children. More specifically, if you're a custodial parent, have you thought about how your children have bonded with their caregiver during your absence and how that will impact your relationship with your children as well as with the caregiver? If, on the other hand someone else has primary custody of your child, you may wonder how your child will respond to you since you have likely missed "regular" visits with him/her.

Strategies for coping with these situations are very similar to those described in the Reunion and Children section. There are, however, a few additional issues to consider. If you're a custodial parent, then your children probably have been living with someone else for several months. Accordingly, to the extent this has been a fulfilling relationship, the bond between this caregiver and your children has strengthened. Your children's increased loyalty to their caregiver may be painful for you in that you may initially feel unneeded or even jealous. Again, go *slow*.

Focus on communicating both with the caregiver and your children, and recognize that you and your children will need to adapt to living with each other again. Your children have been living with someone else who probably had different rules and procedures compared to your own household. Give yourself and your children adequate time to "shift gears". The adjustment period, which may take several weeks, can at times be awkward. You can smooth the transition process by:

- Actively involving the caregiver with the transition. To force young children to suddenly separate from the caregiver can be emotionally traumatic.
- Since your children have lived with different family rules and procedures, take time to compare with them the rules of your home. As you're doing this, seek your children's inputs regarding how they would prefer life at home to be. They need to feel included in the process of reestablishing the structure and "flavor" of your home environment.

If you are a non-custodial parent, your children's living conditions were probably not impacted by your deployment. Your visits with your children have, however, been curtailed. As you reestablish these visits, remember you and your children have grown and you will need to take time to get reacquainted.



## Reunion and Work

Like other areas of your life, your work environment may be somewhat different when you return. You may be worried about changes that have taken place and how you'll fit back into the organizational picture. A co-worker assumed your role or at least "taken up the slack" in your absence. If you were a supervisor, decisions have been made by whoever fulfilled your role that you now will have to "live with." You'll also experience a change of pace and activity in your workday. That is, you'll be required to shift from your deployment schedule and activities back into "business as usual."

If you apply the same ideas we've discussed throughout this booklet to your work situation, your readjustment may go relatively smooth. Once again, focus on *going slow*. Specifically, talk with colleagues and supervisors to learn of changes and the rationale for those changes. Just as you were encouraged not to question your spouse's judgment in the decisions he/she reached, do not be overly critical of your fellow workers and your supervisory chain. Just as in the situation in your family environment, you were not there at the time, and you do not know everything that went into the decision-making process. In any event, what can you realistically do other than accept decisions that have been made and move on? You can't change the past.

In addition to coming to grips with decisions which have been made in your work environment, you should be prepared for the possibility that some colleagues may harbor a degree of *resentment*. Why? One reason could be that *from their perspective*, they've assumed an arduous workload due to your absence. Now that you've been gone for several weeks or months, perhaps you're going to take at least a couple of weeks off work just when they want you to come back and start "pulling your weight" again! *From your perspective*, it makes perfect sense that you're entitled to some time off. You've worked long hours, to include weekends and holidays; endured the challenges associated with functioning in a deployed environment; and have been away from your family and friends. The issue here is not whose perception is "right" and whose perception is "wrong." The issue is simply that you need to be prepared for the possibility that you may encounter some resentment when you return to work.

If you encounter resentment, how will you deal with it? One response, and a very tempting one, would be to "give them a piece of your mind" about how unfair they are being. This might temporarily relieve your hurt and anger as you "set them straight". However, the impact on your audience would probably be an increase in resentment. Remember, your co-workers' perception and experience of your deployment is very different than yours. At any rate, a more helpful response could be something like this: *"You're entitled to your point of view. If I were in your position, I might see it that way too. I appreciate the work you did to cover for all of us who were deployed. I'm glad to get back into a familiar daily work routine and to be able to have dinner with my family each night and sleep in my own bed again."*

There is another potential source of co-worker resentment, or at least irritation, amongst your colleagues you would be wise to avoid. Specifically, you may be tempted to entertain your co-workers with "deployment war stories." To a point, your colleagues will likely be interested in hearing about your experiences, especially if they ask. Once they've reached their "saturation



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point," however, and that point will be different each individual, it's time to shift the conversation to another topic. Make sure you are just as interested in hearing about what interesting things they have been doing during your deployment.

Even though there's a limit to how much your colleagues want to hear about your deployment experiences, you'll no doubt want to reflect on your experiences for awhile. When you're sitting in your duty section perhaps feeling a little "underwhelmed" as you look back on the "good old days," remember your deployment was another time and place, and you need to live in the "here and now." Your challenge, in short, is to size up the post deployment work environment and develop a way to smoothly transition back into your work environment.

And finally, another work environment challenge you may encounter when you return to the workplace is staff turnover. In terms of the newcomers, they are an "unknown quantity" to you and will need to establish their credibility to you and vice versa. This is especially true if you are in a supervisory role. Also, you'll need to learn to work together effectively as a new team.

Employer Support of the Guard and Reserve is here to help you make the transition back to work after deployment. If you are experiencing difficulties, please contact ESGR at their website [www.esgr.org](http://www.esgr.org) or contact the state ESGR representative at 217-761-3642.

### **Successful Homecoming Tips**

*The following are tips for returning Guard members:*

1. Plan on spending some time with the entire family doing family things but be flexible if teens have other plans.
2. Show interest and pleasure in how your family members have grown and mastered new skills in your absence and let them know you are proud of them. Comment on positive changes.
3. Expect it will take a little time to become re-acquainted with your spouse. Be sure to tell them just how much you care about them. Make an effort to do the little romantic things—a single rose, a card, etc. shows them they are in your thoughts.
4. Resist the temptation to criticize. Remember that your spouse has been doing his/her best to run the household single-handedly and care for the children while you were deployed. Give them credit for their efforts, even if their way of doing things is different from yours.
5. Take time to understand how your family may have changed during the separation. Go easy on child discipline—get to know what new rules your spouse may have set before you jump into enforcing the household rules.
6. Don't be surprised if some family members are a bit resentful of your deployment. Others often think of the deployment as more fun and exciting than staying at home—even if you know otherwise.



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7. Infants and small children may be shy or even fearful around you at first. Be patient and give them time to become reacquainted.
8. Resist the temptation to go on a spending spree to celebrate your return. The extra money saved during deployment may be needed later for unexpected household expenses.
9. Most importantly, make time to talk with your loved ones. Your spouse and each child need individual time and attention from you. Remember, focus on the positives and avoid criticism.

***The following are tips for military spouses:***

1. Do something special to welcome your spouse home—help the children make a welcome banner, make your spouse's favorite dessert, etc. but be understanding and flexible if your spouse is too tired to notice.
2. Give your spouse time to adjust to being home. Don't tightly schedule activities for them. Don't expect them to take on all their old chores right away. Understand that your spouse may need time to adjust to a different time zone, a change in food, etc.
3. Plan on some family togetherness time. Suggest a picnic or a special family meal. Time together helps the returning spouse to get back into the rhythm of family life.
4. Be patient and tolerant with your spouse. He or she may not do things exactly as before. New experiences during deployment may bring changes to attitude and outlook. Your spouse may have some initial discomfort adjusting, but this doesn't mean your spouse is unhappy with you or the family.
5. Stick to your household budget. Don't spend money you don't have on celebrating your spouse's return. Show you care through your time and effort, not by how much you spend.
6. Don't be surprised if your spouse is a little hurt by how well you were able to run the household and manage the children without them. Let them know that your preference is to share family and household responsibilities with them no matter how well you did on your own.
7. Stay involved with your children's school activities and interests. Don't neglect the children's need for attention as you are becoming reacquainted with your spouse.
8. Stay involved in your own activities and interests but be flexible about making time for your spouse.
9. Don't be surprised if children test the limits of the family rules when your spouse returns. It's normal for children to want to find out how things may have changed by acting up a bit.



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Consistent enforcement of family rules and evenhanded discipline are key to dealing with acting-out.

## Conclusion

Experience has shown that virtually all military members returning from deployment, and their household members, experience at least a little uneasiness as they readjust to their normal environment. Changes, some more subtle than others, have taken place during the deployment for the military member, their family, and their friends and colleagues. To successfully cope with change requires that we make corresponding adjustments in attitude, thought, and behavior.

As you transition back to your pre-deployment environment, whenever you begin to feel angry or frustrated, ask yourself:

- "How realistic are my expectations in this situation?"
- "Am I giving myself, and others, enough time and space to adjust?"
- "Am I trying to force readjustment happening rather than being patient and allowing it to happen at a comfortable pace?"

Remember that readjusting to home life and work life **is a process, not an event**. As the Guard member reintegrates into his/her family, work, and social environments, it makes sense to allow oneself and others the appropriate time and space. In so doing, you will probably find that in a few weeks everything is back to a comfortable pattern again. In the unlikely event, however, that after 2 to 4 weeks you are consistently feeling sad, having marital difficulties, problems with sleep or appetite, difficulty in concentration, using alcohol excessively, or any other form of significant discomfort, please seek assistance. There are numerous sources of help for families that are adjusting to reunion after deployment. They include the Chaplains, Family Assistance Centers, and local churches. For those families who need more extensive professional help, counseling services are available through Military OneSource, TRICARE and local VA Vet Centers for the Service Member and their Family.

**“Any deployment during a relationship can be a BUILDING BLOCK or a STUMBLING BLOCK. It is up to the partners involved!!”**

*Excerpt from an article on Air Force Crossroads website.*

## *University of Illinois Act Change*

As of January 1, 2008, House Bill 486 and Public Act 95-0064 adds Operation Enduring Freedom and Operation Iraqi Freedom to the list of military conflicts for which each Illinois county receives one annual, honorary scholarship to the University of Illinois.

## **Children of Veterans Tuition Waiver Application**



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The Children of Veterans Tuition Waiver is a four-year (consecutive) tuition waiver at the University of Illinois. If you are awarded the waiver, it will cover your in-state tuition (for undergraduate, graduate, or professional studies) at the University of Illinois (Urbana-Champaign, Chicago, Health Sciences Center, or Springfield Campus). **The priority deadline to apply is usually March 1<sup>st</sup> of every year.** If the University of Illinois receives your application after the priority deadline they will consider it ONLY if the waiver for the war and county for which you are applying has not yet been awarded to an earlier applicant. You will be notified typically by April 1<sup>st</sup> of each year whether you have been selected to receive the waiver.

## Eligibility Requirements

1. You must be a permanent resident of the Illinois County from which you apply, and also must be considered a resident of the State of Illinois. *This tuition waiver will not waive out-of-state tuition.*
2. You must be admitted or have applied to the University of Illinois (Urbana-Champaign, Chicago, Springfield, or Health Sciences Center) by March 1 of every year to be eligible for the first round of awarding. The tuition waiver must be used beginning with the first term of enrollment after eligibility has been established.
3. You must be the natural or legally adopted child (by January 1 of the application year) of the veteran on whose service your application is made. Please note: This tuition waiver is not for grandchildren of veterans.
4. You must provide a legible copy of your veteran parent's DD Form 214\* as proof of:
  - His/her active or reserve duty service during World War II (service between September 16, 1940 and July 25, 1947), the Korean Conflict (service between June 25, 1950 and January 31, 1955), the Vietnam Conflict (service between January 1, 1961 and May 7, 1975).
  - His/her eligibility to receive or receipt of the Southwest Asia Service Medal, Afghanistan Campaign Medal, Iraqi Campaign Medal, or Global War on Terrorism Medal (receipt of the Southwest Asia Service Medal for service between August 2, 1990 and November 30, 1995; receipt of the Afghanistan Campaign Medal or Global War on Terrorism Medal on or after October 24, 2001; or receipt of the Iraqi Campaign Medal or Global War on Terrorism Medal on or after March 19, 2003).

*\*A photocopy of the DD Form 214 is the preferred documentation; however, we will accept copies of other discharge orders or active orders as proof of service medal eligibility. The documentation must be sufficient enough to support the criteria listed for the conflict(s) marked*



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*on the Children of Veteran Tuition Waiver application including conflict name/geographic area, date entered and date discharged.*

5. You must provide proof of your ACT scores with this application. A photocopy of the form that you received from ACT reflecting your scores or a copy of your high school transcript reflecting your ACT scores will be accepted.
6. You may not have previously received and used a Children of Veterans Tuition Wavier.

## **Selection Criteria**

1. Up to six tuition waivers per county are awarded each year; one for each of the following: World War II, the Korean Conflict, the Vietnam Conflict, the Southwest Asia Conflict, Operation Enduring Freedom, and Operation Iraqi Freedom. If there is no qualified candidate, the tuition waiver expires. Tuition waivers are not transferable from one individual, one war/conflict, or one county to another.
2. Recipients of tuition waivers will be determined according to the following criteria, which appear in order of priority:
  - The child of a deceased veteran will be awarded the tuition waiver. If two or more candidates meet this criterion, the candidate with the highest ACT composite score will be the recipient.
  - If the veteran parents of all candidates are living, the child of a disabled veteran will be awarded the tuition waiver. If two or more candidates meet this criterion, the candidate with the highest ACT composite score will be the recipient.
  - If the veteran parents of all candidates are living and none are disabled, the tuition waiver will be awarded to the candidate with the highest ACT composite score.
3. The priority deadline to apply for the Children of Veterans Tuition Waiver is approximately March 1<sup>st</sup> of every year. To be included in the first round of awarding, your application must be deemed complete by the Office of Student Financial Aid by this date.

Please visit the following website to verify the correct deadline dates and for any changes to the requirements **[www.osfa.illinois.edu](http://www.osfa.illinois.edu)**.



## **LEGAL CONSIDERATIONS ON RETURN**

This information on legal documents and other issues is designed to assist you as you resume civilian life after your active duty military deployment. Just as you made preparations before deploying, there are steps you need to take to prepare yourself for your return.

### **Checklist of Things to Review and Discuss**

- Terminate Power of Attorney
- Review Wills & Medical Powers of Attorney
- Taxes - Get back on track.
- Contact Employer
- Contact Court if necessary
- Landlord - Meet and Agree
- Reinstate Your Health Insurance
- Notice to Creditors
- Students – Getting your education back on track.
  
- Other Problems?
  - Pay - unit finance section representative
  - Promotion - unit personnel (S1/G1) section representative
  - Medical - unit personnel (S1/G1) section representative
  - Retirement- unit personnel (S1/G1) section representative
  - Complaints - Inspector General
  - Legal – JAG

### **Power of Attorney**

When you deployed you may have drafted a Power of Attorney so that someone could sign your name in your absence. Now that you are home, it is probably best to revoke that Power of Attorney. If you know where the original is you may simply tear it up and that will effectively revoke the Power of Attorney. You should also tear up all copies if any were made, and that way no one can use it.

If you have lost, or forgotten where the original is, or if you are not sure how many copies have been made or where they are you should sign a written revocation of your Power of Attorney. If you signed a power of attorney for child care, you may want to KEEP that Power of Attorney in effect so that someone may care for your child when you are away on drill or annual training. Check the date of this Power of Attorney to find out when it terminates on its own.

If you signed a Medical Power of Attorney so that someone could make health care decisions in the event that you are not able to do so, you may want to KEEP that Power of Attorney in



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effect. Take this opportunity to review and decide whether you want to keep this Power of Attorney or revoke.

## Your Will

When you deployed, you were given the opportunity to meet with a JAG and sign a will. You may have been provided with instructions for writing a “holographic” will, or a handwritten will. If you signed a will, it will be valid until the day you die, unless you revoke it or make changes to it, (called an amendment or codicil).

Now is a good time to review the will you drafted when you deployed. If you want to revoke it, you should simply tear it up. Be sure to destroy all the copies as well, so no one will try and present it as your will.

If you want a new will you have the time to seek civilian legal advice and do some estate and tax planning. A new will should state that it “revokes all prior wills”. Your unit JAG will assist you in drafting a new will and/or terminating the old will. Appointments should be made with your unit JAG for a drill weekend.

## Contact Employer

As you return from active duty you have the right to your job back. This is called the right to re-employment. In order to have rights of re-employment, you must have been a permanent employee prior to your deployment. You must act now to protect your right to re-employment.

1. Contact your employer upon your return. You may want to use the sample letter on the next page to let your employer know that you will be exercising your re-employment rights
2. You should let your employer know you want your job back in writing. Mail a copy of your orders and a letter requesting your re-employment rights to your employer. Use certified mail, return receipt requested and keep a copy for your own file. The time period you have in which to do this depends upon how long you were deployed (see below). If you wait too long to seek re-employment rights, you may waive your rights.
3. You may take some time off between coming off orders and going back to work. How long you can take off (without pay) depends upon how long you were deployed.
4. The Rules are:
  - **Service of 1 to 30 days:** the beginning of the first regularly scheduled work day or 8 hours after the end of the military duty, plus reasonable commuting time from the military duty station to home.
  - **Service of 31 to 180 days:** application for reinstatement must be submitted no later than **14 days** after completion of military duty.



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- **Service of 181 or more days:** application for reinstatement must be submitted not later than **90 days** after completion of military duty. If you violate these time limits and wait too long you will NOT have re-employment rights under 38 U.S. Code § 4312.
5. Keep a copy of your letter requesting reinstatement, as well as all correspondence from your employer, for your records. You may want to keep a journal of your reemployment efforts - note dates, time, names and exactly what was said.
  6. Do **NOT** accept a position for less pay or less seniority than your former position.
  7. Do **NOT** sign a waiver of your re-employment rights.
  8. You have special protection against discharge except for cause:
    - Service 181 days or more, the period is one year
    - Service 31 – 180 days, the period is 180 days
    - Limited protections for serving 30 days or less
  9. If you have any problems with re-employment, you should contact your employee union, if any. If you still do not receive your full/fair re-employment rights, you may contact a civilian attorney and pursue a lawsuit against your employer for wrongful termination of employment. In addition, State Military and Veteran's Code section 395.06 directs your local District Attorney to investigate and to represent you in court to enforce your rights. You should write and letter and also follow up with a personal visit to the DA's office.

## Contact All Your Creditors

When you deployed on active duty, you were entitled to reduce the interest rate on most of your pre-deployment debt to 6% (although there may have been some exceptions if you were earning more money when you deployed). Now that you are back, you must contact your creditors and let them know so they can adjust the debt rate. Any interest over 6% that would have been due if you had not deployed is “forgiven” and will never be payable. If you do not write your creditors and let them know you are back, you may not be entitled to have the amount over 6% “forgiven”.

## Contact the Court

While you were gone, most but not all court actions were “stayed” or tolled. Now that you are back, you must immediately contact the court and inform them that you have returned. If you have a civilian attorney, you should inform them that you have returned and find out what has been happening to the case while you were gone. If you have postponed jury duty or appearing on a traffic ticket, you should contact the court in writing to get a new date.



## **Contact Your Landlord**

While you were deployed, you had certain protections from being evicted for non-payment of rent. Now that you have returned, you may need to meet with your landlord and come to an agreement regarding any unpaid rent that may be due. If you miss a rent payment now that you are back, your landlord may take action to evict you.

## **Health Insurance**

While you were deployed you received all your health care from the Military. Your dependents were covered on TRICARE or some other government health care program. Now that you are back, you should contact your civilian employer immediately to take steps to reinstate your private health care. Do not delay, as you may be without health care insurance coverage if you need it. As of the date of publication, a Military Member and their DEERS eligible dependents are eligible for TRICARE Transition Assistance Management Program (TAMP) for 180 days after their Active Duty orders end as long as the orders were for a contingency. For coverage details, please see Section VII TRICARE of this publication.

Also, after your TAMP eligibility has ended and you are enlisted in the Reserves or National Guard, you have the option to purchase TRICARE Reserve Select (TRS) as long as you are not eligible for FEHB (Federal Employees Health Benefit) in your own right. As of the date of this publication, you have 30 days from the end of TAMP coverage to apply and pay the TRS premium for no gap in coverage. If you were previously enrolled in TRS, you should be automatically re-enrolled; however, it is your responsibility to call your Regional Contractor to verify the re-enrollment occurred. For coverage details, please see Section VII TRICARE of this publication.

## **Students Contact Your School**

Get back on track! Let your school know in writing, what kind of assistance/relief you want.... i.e. do you want a partial refund on tuition that was paid prior to your deployment? Do you want to be re-enrolled? Will the university/college award partial credit?

There is assistance available to student/Service Member in Illinois you can contact Attorney General Lisa Madigan's Office of Military and Veterans Rights Hotline at 800-382-3000. Contact your unit's education assistance representative to find out what type of educational benefits you are now entitled to; may be substantially more than before you were deployed.... especially if you did not have active duty prior to deployment.



## *Returning Veterans' Homestead Exemption*

### **EXEMPTIONS ENACTED BY HB 664**

Beginning with taxable year 2007, a homestead exemption, limited to a reduction set forth under section (b), from the property's value, as equalized or assessed by the Department, is granted for property that is owned and occupied as the principal residence of a veteran returning from an armed conflict involving the armed forces of the United States who is liable for paying real estate taxes on the property and is an owner of record of the property or has a legal or equitable interest therein. For purposes of the exemption under this Section, "veteran" means an Illinois resident who has served as a member of the United States Armed Forces, a member of the Illinois National Guard, or a member of the United States Reserve Forces.

You will need a copy of your DD214 and/or overseas order to substantiate that you supported an armed conflict for your county assessor's office to receive your property tax exemption of up to \$5000. It is not retroactive prior to tax year 2007, and **it is up to \$5000 off of the assessed value of your property NOT your tax bill**. There is no limit on the outlying years to apply, if you qualify. Depending on your tax rate the exemption amount will vary.

#### **(35 ILCS 200/15-167)**

Sec. 15-167. Returning Veterans' Homestead Exemption.

(a) Beginning with taxable year 2007, a homestead exemption, limited to a reduction set forth under subsection (b), from the property's value, as equalized or assessed by the Department, is granted for property that is owned and occupied as the principal residence of a veteran returning from an armed conflict involving the armed forces of the United States who is liable for paying real estate taxes on the property and is an owner of record of the property or has a legal or equitable interest therein as evidenced by a written instrument, except for a leasehold interest, other than a leasehold interest of land on which a single family residence is located, which is occupied as the principal residence of a veteran returning from an armed conflict involving the armed forces of the United States who has an ownership interest therein, legal, equitable or as a lessee, and on which he or she is liable for the payment of property taxes. For purposes of the exemption under this Section, "veteran" means an Illinois resident who has served as a member of the United States Armed Forces, a member of the Illinois National Guard, or a member of the United States Reserve Forces.

(b) In all counties, the reduction is \$5,000 and only for the taxable year in which the veteran returns from active duty in an armed conflict involving the armed forces of the United States. For land improved with an apartment building owned and operated as a cooperative, the maximum reduction from the value of the property, as equalized by the Department, must be multiplied by the number of apartments or units occupied by a veteran returning from an armed conflict involving the armed forces of the United States who is liable, by contract with the owner or owners of record, for paying property taxes on the property and is an owner of record of a legal or equitable interest in the cooperative apartment building, other than a leasehold interest. In a cooperative where a homestead exemption has been granted, the cooperative association or the



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management firm of the cooperative or facility shall credit the savings resulting from that exemption only to the apportioned tax liability of the owner or resident who qualified for the exemption. Any person who willfully refuses to so credit the savings is guilty of a Class B misdemeanor.

(c) Application must be made during the application period in effect for the county of his or her residence. The assessor or chief county assessment officer may determine the eligibility of residential property to receive the homestead exemption provided by this Section by application, visual inspection, questionnaire, or other reasonable methods. The determination must be made in accordance with guidelines established by the Department.

(d) The exemption under this Section is in addition to any other homestead exemption provided in this Article 15. Notwithstanding Sections 6 and 8 of the State Mandates Act, no reimbursement by the State is required for the implementation of any mandate created by this Section.

(Source: P.A. 95-644, eff. 10-12-07.)



BENEFITS	WHERE TO APPLY
<p><b>Disability Benefits</b></p> <ul style="list-style-type: none"> <li>• <b>Compensation.</b> VA can pay you monthly <i>compensation</i> if you are at least 10% disabled as a result of your military service.</li> <li>• <b>Pension.</b> VA can pay you a <i>pension</i> if you are a wartime veteran with limited income and you are permanently and totally disabled or are 65 or older.</li> </ul>	<p>Any VA Office or call 1-800-827-1000 or visit <a href="http://www.va.gov">www.va.gov</a></p>
<p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>• <b>Montgomery GI Bill.</b> Persons who first entered active duty after June 30, 1985, and contributed to an education fund are generally eligible. Some Vietnam Era veterans and certain veterans separated under special programs are also eligible. <i>The bill also includes a program for certain reservists and National Guard members.</i></li> <li>• <b>Reserve Educational Assistance Program (REAP/Chapter 1607)</b> is available to persons who were activated under Federal authority for a contingency operation and served 90 continuous days or more after September 11, 2001.</li> <li>• <b>Post-9/11 GI Bill.</b> Available to those who served on or after September 11, 2001. It pays tuition and fees up to the most expensive, public, in-state undergraduate program rate, provides a monthly housing allowance, and a stipend for books and supplies. It also provides an option for servicemembers to transfer benefits to a spouse or child.</li> <li>• <b>Survivors' &amp; Dependents' Educational Assistance</b> is available to some family members of certain disabled or deceased veterans.</li> </ul>	<p>Any VA Office or call 1-888-442-4551 or visit <a href="http://www.gbill.va.gov">www.gbill.va.gov</a></p>
<p><b>Vocational Rehabilitation &amp; Employment</b></p> <p>The Vocational Rehabilitation and Employment Service provides outreach, motivation, evaluation, counseling, training, employment, and other rehabilitation services to service-connected disabled veterans. Vocational and educational counseling, as well as the evaluation of abilities, aptitudes, and interests are provided to veterans and servicepersons. Counseling, assessment, education programs and, in some cases, rehabilitation services are available to the spouse and children of totally and permanently disabled veterans as well as to the surviving spouse and children of certain veterans.</p> <p>Vocational training and rehabilitation services are available to children with spina bifida having one or both parents who served in the Republic of Vietnam during the Vietnam War, or served in certain military units, in or near the demilitarized zone in Korea, between September 1, 1967, and August 31, 1971.</p>	<p>Any VA Office or call 1-800-827-1000 or visit <a href="http://www.va.gov">www.va.gov</a></p>
<p><b>Home Loan Guaranty</b></p> <p>VA guarantees loans to eligible servicemembers, veterans, reservists, and certain surviving spouses to purchase a home, condominium or manufactured home, and for refinancing purposes. The loans are actually made by private lenders but the VA guaranty generally means the lender will not require any down payment.</p>	<p>Any VA Office or call 1-800-827-1000 or visit <a href="http://www.va.gov">www.va.gov</a></p>
<p><b>Dependents' and Survivors' Benefits</b></p> <ul style="list-style-type: none"> <li>• <b>Disability and Indemnity Compensation (DIC)</b> is payable to survivors of:</li> <li>• Servicemembers who died on active duty</li> <li>• Veterans who died from service-related disabilities</li> <li>• Certain veterans who were being paid 100% VA disability compensation at time of death</li> </ul> <p><b>Death Pension</b> is payable to some surviving spouses and children of deceased <i>wartime</i> veterans. The benefit is based on financial need.</p> <p><b>VA Civilian Health and Medical Program (CHAMPVA)</b> shares the cost of medical services for eligible dependents and survivors of certain veterans.</p>	<p>Any VA Office or call 1-800-827-1000 or visit <a href="http://www.va.gov">www.va.gov</a></p>
<p><b>Medical Treatment</b></p> <ul style="list-style-type: none"> <li>• Hospital, outpatient medical, dental, pharmacy and prosthetic services</li> <li>• Domiciliary, nursing home, and community-based residential care</li> <li>• Sexual trauma counseling</li> <li>• Specialized health care for women veterans</li> <li>• Health and rehabilitation programs for homeless veterans</li> </ul>	<p>Any VA Medical Facility or call 1-877-222-8387 or visit <a href="http://www.va.gov">www.va.gov</a></p>

BENEFITS (Continued)	WHERE TO APPLY
<p><b>MEDICAL TREATMENT (Continued)</b></p> <ul style="list-style-type: none"> <li>• Readjustment counseling</li> <li>• Alcohol and drug dependency treatment</li> <li>• Medical evaluation from military service exposure to Agent Orange, radiation, or other environmental hazards, including service in the Gulf War</li> <li>• <b>Combat Veterans</b> - VA provides free health care for veterans who served in a theater of combat operations after November 11, 1998, for any illness possibly related to their service in that theater. Time Limits - You have five years from date of discharge from active duty, if you were discharged from active duty on or after January 28, 2003. You have until January 27, 2011, if you were discharged from active duty before January 28, 2003, and were not enrolled as of January 28, 2008.</li> </ul>	<p>Any VA Medical Facility or call 1-877-222-8387 or visit <a href="http://www.va.gov">www.va.gov</a></p>
<p><b>LIFE INSURANCE</b></p> <ul style="list-style-type: none"> <li>• <b>Servicemembers' Group Life Insurance (SGLI)</b> is low-cost life insurance for servicemembers (active duty and reservists). It is available in \$50,000 increments up to a maximum of \$400,000. SGLI coverage begins when you enter service or change duty status and expires 120 days after you get out of the service. Totally disabled members can apply for up to two years of free SGLI coverage following discharge.</li> <li>• <b>Traumatic Injury Protection under Servicemembers' Group Life Insurance (TSGLI)</b> is a traumatic injury protection rider under Servicemembers' Group Life Insurance (SGLI) that provides for payment to any member of the uniformed services covered by SGLI who sustains a traumatic injury that results in severe losses. TSGLI is retroactive for members who sustain a qualifying loss as a direct result of injuries incurred on or after October 7, 2001, through November 30, 2005, in Operation Enduring Freedom or Operation Iraqi Freedom, regardless of whether they had SGLI coverage. TSGLI pays a benefit of between \$25,000 and \$100,000 depending on the loss directly resulting from the traumatic injury. In order for a veteran to qualify for a TSGLI payment, they must have incurred a qualifying loss as a result of a traumatic event that occurred while they were in service.</li> <li>• <b>Veterans' Group Life Insurance (VGLI)</b> is lifetime renewable term life insurance for veterans. It is available in \$10,000 increments up to \$400,000 but not for more than the amount of SGLI coverage you had in force at the time of your separation from service. Premiums are age-based and if you apply within 120 days following separation, no health questions are asked. Thereafter, you have one year to apply but must be in good health. Those on the two-year disability extension are automatically converted to VGLI at the end of the two-year period.</li> <li>• <b>Family Servicemembers' Group Life Insurance (FGLI)</b> is life insurance that automatically covers the spouse and children of servicemembers insured under SGLI. Spousal coverage is available up to a maximum of \$100,000, but may not exceed the servicemember's coverage amount. Dependent children are covered for \$10,000 for which there is no cost.</li> </ul>	<p>Any VA Office or call 1-800-419-1473 or visit <a href="http://www.va.gov">www.va.gov</a></p>
<ul style="list-style-type: none"> <li>• <b>Service-Disabled Veterans Insurance</b>, also called "RH" insurance, is life insurance for veterans who receive a service-connected disability rating of 0% or more from the Department of Veterans Affairs. S-DVI provides a maximum of \$10,000 of basic coverage. If your premium payments for the basic policy are waived due to total disability, then you may be eligible for a supplemental policy of up to \$20,000. You must apply within two years from the date you are notified of your service-connected disability for basic coverage.</li> <li>• <b>Veterans Mortgage Life Insurance (VMLI)</b> is a life insurance program that provides coverage on the home mortgages of severely disabled veterans who receive a Specially-Adapted Housing grant. VMLI provides a maximum of \$90,000 of mortgage insurance payable directly to the mortgage lender for an outstanding mortgage. Coverage is available on new, existing, refinanced, and second mortgages.</li> </ul>	<p>Any VA Office or call 1-800-669-8477 or visit <a href="http://www.va.gov">www.va.gov</a></p>
<p><b>BURIAL BENEFITS</b></p> <ul style="list-style-type: none"> <li>• <b>Headstone or Marker.</b> VA can furnish a monument to mark the grave of an eligible veteran.</li> <li>• <b>Presidential Memorial Certificate (PMC).</b> VA can provide a PMC for eligible recipients.</li> <li>• <b>Burial Flag.</b> VA can provide an American flag to drape an eligible veteran's casket.</li> <li>• <b>Reimbursement for Burial Expenses.</b> Generally, VA can pay a burial allowance of \$2,000 for veterans who died of service-related causes. For certain other veterans, VA can pay \$300 for burial and funeral expenses and \$300 for a plot.</li> <li>• <b>Burial in a VA National Cemetery.</b> Most veterans and some dependents may be buried in a VA national cemetery.</li> </ul>	<p>Any VA Office or call 1-800-827-1000 or visit <a href="http://www.va.gov">www.va.gov</a></p>
<p><b>Eligibility Requirements and Time Limits</b> <i>Each benefit has its own eligibility requirements and time limits. Contact the VA offices in the "Where to Apply" column for specific information.</i></p>	



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## **US Department of Veterans Affairs VET Center Locations Illinois**

Chicago Veterans Center  
7731 S. Halsted Street  
Chicago, IL 60620  
773.962.3740

Chicago Heights Veterans Center  
1600 Halsted Street  
Chicago Heights, IL 60411  
708.754.0340

Dupage County Veterans Center  
950 Shoreline Dr., Suite 150  
Aurora, IL 60504  
630.585.1853

East St Louis Veterans Center  
1265 N. 89<sup>th</sup> St., Suite 5  
East St. Louis, IL 62203  
618.397.6602

Evanston Veterans Center  
565 Howard Street  
Evanston, IL 60202  
847.332.1019

Oak Park Veterans Center  
155 S. Oak Park Avenue  
Oak Park, IL 60302  
708.383.3225

Orland Park Veterans Center  
8651 W 159<sup>th</sup> St., Suite 1  
Orland Park, IL 60462  
708.444.0561

Peoria Veterans Center  
8305 N. Allen Rd., Suite 1  
Peoria, IL 61615  
309.689.9708

Quad Cities Veterans Center  
1529 46<sup>th</sup> Avenue #6  
Moline, IL 61265  
309.762.6954

Rockford Veterans Center  
7015 Rote Rd., Suite 105  
Rockford, IL 61107  
815.395.1276

Springfield Veterans Center  
1227 S. Ninth Street  
Springfield, IL 62703  
217.492.4955

Springfield Mobile Veterans Center  
1227 S. Ninth Street  
Springfield, IL 62703  
217.492.4955



# Illinois Department of Veterans Affairs

## Veteran Service Officer Locations

Adams County  
Quincy Veterans Home  
1707 N 12th St  
Quincy, IL 62301  
Ph: (217) 222-8641  
Hours: 8:00 AM to 4:30 PM  
Daily

Alexander County  
Senior Citizens Center/ IETC  
22nd St & Poplar St  
Cairo, IL 62914  
Ph: (618) 734-0535  
Hours: 9:00 AM to 4:00 PM  
1st & 3rd Thursday of the Month

Bond County  
Senior Center  
305 South 3rd St  
Greenville, IL 62246  
Ph: (618) 664-1465  
Hours: 8:30 AM to 5:00 PM  
2nd & 4th Wednesday of the Month

Bureau County  
Princeton City Hall  
2 South Main St  
Princeton, IL 61356  
Ph: (815) 879-8404  
Hours: 8:00 AM to 4:30 PM  
Monday's & Wednesday's ONLY

Carroll County  
Veterans of Foreign War  
409 Main St  
Savanna, IL 61074  
Ph: (815) 273-7090  
Hours: 9:00 AM to 4:00 PM  
3rd Wednesday of the Month

Champaign County  
State Regional Office Building  
2125 South 1st Street  
Champaign, IL 61820  
Ph: (217) 278-3388 or (217) 278-3392  
Hours: 8 :00 am-4:30pm  
Daily

Champaign County  
Parkland College  
Admin Building Room 150  
2400 W Bradley Ave  
Champaign, IL 61821  
Ph: (217) 353-2309  
Hours: 1:00 PM to 4:00 PM  
1st Tuesday of the Month

Christian County  
IL Dept. of Veterans Affairs  
1100 Cheney Street  
Taylorville, IL 62568  
Ph: (217) 287-7474  
Hours: 8:30 AM to 5:00 PM  
Daily

Christian County  
Taylorville Correctional Center  
Route 29 South  
P.O. Box 1000  
Taylorville, IL 62568  
Ph: (217) 875-8680  
Hours: Contact for days/times

Clinton County  
Clinton County Senior Center  
630 8th St  
Carlyle, IL 62231  
Ph: (618) 594-2321  
Hours: 9:00 AM to 4:00 PM  
2nd and 4th Wednesday of the Month



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Coles County  
National Guard Armory  
112 Broadway Ave E  
Mattoon, IL 61938  
Ph: (217) 234-4776 or (217) 234-4775  
Hours: 8:00 AM - 4:30 PM  
Daily

Coles County  
Eastern IL University Student Services  
Building 600  
Lincoln Avenue  
Charleston, IL 61920  
Ph: (217) 581-5277  
Hours: 9:00 AM- 4:00 PM  
Every 3rd Thursday of the Month

Cook County  
Alexian Brothers Medical Center  
Roncoli Conference Room  
800 Biesterfield Rd  
Elk Grove Village, IL 60007  
Ph: (847) 593-8350  
Hours: 9:00 AM to 4:00 PM  
Thursday's ONLY

Cook County  
James R. Thompson Center  
100 W Randolph Suite 5-570  
Chicago, IL 60601  
Ph: (312) 814-3326  
Hours: 8:00 AM to 4:00 PM  
Daily

Cook County  
Volunteers of America  
47 W Polk St - Suite 250-2  
Chicago, IL 60605  
Ph: (312) 564-2300  
Hours: 8:30 AM to 4:00 PM  
2nd & 4th Wednesdays ONLY

Cook County  
IL Dept. of Veterans Affairs  
Wheeling Township  
1616 N Arlington Heights Rd  
Arlington Heights, IL 60004  
Ph: (224) 345-3446  
Hours: 9:00 AM to 4:00 PM  
Tuesday's ONLY

Cook County  
Schaumburg Township  
1 Illinois Blvd  
Hoffman Estates, IL 60169  
Ph: (847) 884-0030 Ext. 2019  
Hours: 8:00am-4:30pm  
Thursday ONLY

Cook County  
Evanston Vet Center  
565 Howard Street  
Evanston, IL 60202  
Ph: (847) 332-1019  
Hours: 9:00-4:00  
Every Tuesday

Cook County  
General Jones Armory  
5200 S Cottage Grove Ave Room 101 - 103  
North Chicago, IL 60615  
Ph: (773) 363-1492; (773) 363-9851  
or (773) 363-1492  
Hours: 8:00 AM to 4:30 PM

Cook County  
IL Dept. of Veterans Affairs  
National Guard Armory  
1551 N Kedzie Ave Chicago, IL 60651  
Ph: (773) 292-7894  
Hours: 8:00 AM to 4:30 PM  
Daily



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Cook County  
IL Dept of Veterans Affairs  
1010 Dixie Hwy - Suite 101  
Chicago Heights, IL 60411  
Ph: (708) 754-6403  
Hours: 8:00 AM to 4:30 PM  
Daily

Cook County  
Chicago Regional VA Office  
2122 Taylor St - Suite 127  
Chicago, IL 60612  
Ph: (312) 980-4512 or (312) 980-4255  
Hours: 8:00 AM to 4:00 PM  
Daily

Cook County  
IL Dept. of Veterans Affairs  
Dept. of Human Services  
3301 Wireton Rd  
Blue Island, IL 60406  
Ph: (708) 396-9840  
Hours: 8:00 AM to 4:30 PM  
Daily

Cook County  
IL Dept. of Veterans Affairs  
7222 W. Cermak Rd Suite #705  
North Riverside, IL 60546  
Ph: (708) 447-0420 or (708) 447-0416  
Hours: 8:00 AM to 4:30 PM  
Daily

Cook County  
Palatine Township  
721 S Quentin Rd - Suite 102  
Palatine, IL 60067  
Ph: (847) 485-2772  
Hours: 8:00 AM to 4:00 PM  
Daily, Except Tuesdays & Wednesdays

Cook County  
Village of Orland Park  
14700 S Ravinia Ave  
Orland Park, IL 60462  
Ph: (708) 403-2011  
Hours: 8:00 AM to 4:30 PM  
Daily

Cook County  
Illinois Department of Veteran's Affairs  
Frisbie Senior Center  
52 E. Northwest Highway  
Des Plaines, IL 60016  
Ph: (847) 294-4664  
Hours: 8:00 AM to 4:30 PM  
Daily, Except Thursday's

Crawford County  
IL Dept. of Corrections  
Robinson Correctional Center  
13423 East 1150th Ave.  
PO Box 1000  
Robinson, IL 62454  
Ph: Unavailable  
Fax: (618) 544-2166 Attn: IDVA  
Hours: 9:00 AM to 4:00 PM  
Last Wednesday of the Month

Crawford County  
Veterans of Foreign War  
812 E Main St  
Robinson, IL 62454  
Ph: (618) 546-5140  
Hours: 9:00 AM to 4:00 PM  
1st Wednesday of the Month

DeKalb County  
Senior Services Center  
330 Grove St  
DeKalb, IL 60115  
Ph: (815) 758-4718  
Hours: 9:00 AM to 4:00 PM  
2nd & 4th Wednesday of the Month



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Dekalb County  
NIU Admissions Office  
4125 W. Lincoln Highway  
Dekalb, IL 60115  
Ph: (815) 713-6102  
Hours: 9:00 AM to 4:00 PM  
1st and 3rd Tuesday of the Month

DeWitt County  
DeWitt County Building  
201 W Washington St  
Clinton, IL 61727  
Ph: Unavailable  
Hours: 9:00 AM to 4:00 PM  
2nd & 4th Wednesday of the Month

DuPage County  
IL Dept of Veterans Affairs  
421 N County Farm Rd Room 2-600A  
Wheaton, IL 60187  
Ph: (630) 690-9449 or (630) 690-9373  
Hours: 8:00 AM to 4:30 PM  
Daily

DuPage County  
IL Dept. of Employment Security  
837 Westmore Meyers Rd  
Lombard, IL 60148  
Ph: (630) 495-9460  
Hours: 8:30 AM to 5:00 PM  
Daily

DuPage County  
College of DuPage Admissions Office  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Ph: (630) 942-2990  
Hours: 9:00 AM - 4:00 PM  
Wednesday's ONLY

Edgar County  
American Legion Post #211  
1031 N Main St  
Paris, IL 61944  
Ph: (217) 465-4812  
Hours: 9:00 AM to 4:00 PM  
2nd and 4th Wednesday of the Month

Effingham County  
County Building  
101 North 4th Street - Room 203  
Effingham, IL 62401  
Ph: (217) 342-8493  
Hours: 8:00 AM to 4:00 PM  
Daily, Except 2nd and 4th Thursday  
and 1st & 3rd Wednesday of the Month

Fayette County  
Veterans of Foreign War  
2404 W St Louis Ave  
Vandalia, IL 62471  
Ph: Unavailable  
Hours: 9:00 AM to 4:00 PM  
2nd Thursday of the Month

Ford County  
County Courthouse  
200 W State St  
Paxton, IL 60957  
Ph: Unavailable  
Hours: 9:00 AM to 4:00 PM  
1st and 3rd Thursday of the Month

Franklin County  
City Hall  
500 W Main St  
Benton, IL 62812  
Ph: (618) 435-3678  
Hours: 7:30 AM to 4:00 PM  
Daily, Except 1st & 3rd Thursdays of the  
Month  
April 1 through Oct 1  
Hours: 8:30 AM to 5:00 PM Daily,  
Except 1st & 3rd Thursdays of the Month  
Oct 1 through April 1



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Fulton County  
American Legion Post #1  
260 W Lincoln Ave  
Lewistown, IL 61542  
Ph: (309) 547-7209  
Hours: 9:00 AM to 4:00 PM  
2nd and 4th Thursday of the Month

Hancock County  
County Courthouse Lower Level West  
500 Main St  
Carthage, IL 62321  
Ph: (217) 352-2615  
Hours: 9:00 AM to 4:00 PM  
Every Tuesday

Jackson County  
IL Dept of Veterans Affairs  
223 S. 13th St.  
Murphysboro, IL 62966  
Ph: (618) 684-2966 or (618) 565-2823  
Hours: 8:30 AM to 5:00 PM  
Daily

Jasper County  
Jasper County Courthouse  
204 W. Washington Street Suite 2  
Newton, IL 62448  
Ph: (618) 783-3124  
Fax: (618) 783-4137  
4th Thursday of every month

JoDaviess  
West Galena Township Building  
607 Gear St  
Galena, IL 61036  
Ph: (815) 777-2228  
Hours: 9:00 AM to 4:00 PM  
4th Wednesday of the Month

Grundy County  
County Administrative Building  
1320 Union St - Room C9  
Morris, IL 60450  
Ph: (815) 941-3499  
Hours: 9:00 AM to 4:00 PM  
Every Wednesday

Henry County  
IL Dept of Veterans Affairs  
111 N East St  
Kewanee, IL 61443  
Ph: (309) 852-0227  
Hours: 8:00 AM to 4:30 PM  
Daily

Jackson County  
SIU School of Law  
Room 201, Kaplan Hall  
1150 Douglas Drive  
Carbondale, IL 62901  
Ph: (618) 536-8323  
Hours: 9:00 AM - 4:00 PM  
Tuesday's ONLY

Jefferson County  
IL Dept of Veterans Affairs  
4105 N Water Tower Place - Room #112  
Mt Vernon, IL 62864  
Ph: (618) 246-2910, Ext. 73404  
Hours: 8:30 AM to 4:30 PM

Johnson County  
Vienna Correctional Center  
6695 State Route #146  
East Vienna, IL 62995  
Ph: (618) 658-8371  
Hours: 8:00 AM - 4:00 PM  
4th Thursday of the Month



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Johnson County  
Shawnee Correctional Center  
6665 Route 146 East  
P. O. Box 400  
Vienna, IL 62995  
Ph: (618) 658-8331  
Hours: 8:00 AM - 4:00 PM  
4th Wednesday of the Month

Kane County  
IL Dept of Veteran Affairs  
Elgin National Guard Armory  
254 Raymond St Elgin, IL 60120  
Ph: (847) 608-0138  
Hours: 8:00 AM to 4:30 PM  
Daily

Kane County  
Dupage County Vet Center  
750 Shoreline Dr., Suite 150  
Aurora, IL 60504  
Ph: (630) 585-5372 Fax: (630) 585-5382  
Hours: 8:00 AM to 4:30 PM  
Daily

Kankakee County  
Manteno Veterans Home  
#1 Veterans Dr  
Manteno, IL 60950  
Ph: (815) 468-6581 Ext 230  
Hours: 8:00 AM to 4:30 PM

Knox County  
IL Dept of Veterans Affairs  
362 N Linwood Rd  
Galesburg, IL 61401  
Ph: (309) 343-2510 or (309) 343-1005  
Hours: 8:00 AM to 4:30 PM  
Daily

Lake County  
North Chicago VA Medical Center  
3001 Green Bay Rd  
Building 135 - Room 156 & 157  
North Chicago, IL 60064  
Ph: (847) 689-4798 or (847) 689-4153  
Hours: 8:00 AM to 4:30 PM Daily  
Tues.- Evanston Vet Center: 9:00-4:00  
Ph: 847-332-1019  
Thur.- College of Lake Co.: 9:00-4:00  
Ph: 847-543-2609, Ext. 7236

Lake County  
The College of Lake County  
Room B114B (Financial Aid Office)  
19351 Washington Street  
Grayslake, IL 60030  
Ph: (847) 543-2293  
Hours: 9:00 AM - 4:00 PM  
Thursday's ONLY

LaSalle County  
LaSalle Veterans Home  
1015 Oconor Ave La Salle, IL 61301  
Ph: (815) 223-0303, Ext. 210  
Hours: 8:00 AM to 4:30 PM  
Tuesday, Thursday, and Friday

LaSalle County  
Sheridan Correctional Center  
4017 E. 2603 Road  
Sheridan, IL 60551  
Ph: (815) 496-2181  
Hours: Contact VSO for days/times

Lawrence County  
Department of Human Services  
RR#1 Box 418  
Lawrenceville, IL 62439  
Ph: (618) 943-6189  
Hours: 8:30 AM to 5:00 PM  
Daily, Except 1st, 2nd, & 3rd Wednesday



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Lee County  
Dixon Correctional Center  
2600 N Brinton Avenue  
P.O. Box 1200  
Dixon, IL 61021  
Ph: (815) 288-5561  
Hours: Contact VSO for days/times

Livingston County  
National Guard Armory  
825 W Reynolds St - Suite 110  
Pontiac, IL 61764  
Ph: (815) 842-2294  
Hours: 8:00 AM to 4:30 PM

Logan County  
Oasis Senior Center  
501 Pulaski St  
Lincoln, IL 62656  
Ph: Unavailable  
Hours: 9:00 AM to 4:00 PM  
2nd & 4th Tuesday

Logan County  
Logan Correctional Center  
1096 1350th Street  
P. O. Box 1000  
Lincoln, IL 62656  
Ph: (217) 875-8680  
Hours: Contact VSO for days/times

Macon County  
IL Dept of Veterans Affairs  
707 E. Wood Street  
Decatur, IL 62523  
Ph: (217) 362-6644 or (217) 362-6645  
Fax: (217) 362-6646  
Hours: 8:30 AM to 5:00 PM  
Daily

Macoupin County  
IL Dept of Veterans Affairs  
110 E Nicholas St  
Carlinville, IL 62626  
Ph: (217) 854-6451  
Hours: 9:00 AM to 4:00 PM  
Daily, Except 2nd Thursday of the Month

Madison County  
IL Department of Veterans Affairs  
606 W. St. Louis Ave. Suite #1  
East Alton, IL 62024  
Ph: (618) 258-9860  
Fax: (618) 258-9861  
Hours: 8:30 AM to 4:30 PM  
Daily, Except 2nd & 4th Wednesday,  
3rd Tuesday and 4th Friday of the Month

Madison County  
Southwestern Illinois College  
Sam Wolfe Granite City Campus  
4950 Maryville Road  
Granite City, IL  
Ph: (618) 222-6636  
Hours: Every 3rd Tuesday & 4th Friday of the  
Month

Marion County  
Salem Professional Building  
600 E Main St  
Salem, IL 62881  
Ph: (618) 548-6929 or (618) 548-8945  
Hours: 8:30 AM to 5:00 PM  
Daily

Massac County  
County Courthouse  
P.O. Box 429  
Metropolis, IL 62960  
Ph: (618) 524-5213  
Hours: 9:00 AM to 4:00 PM  
2nd and 4th Thursday of the Month



McDonough County  
National Guard Armory  
135 W Grant St  
Macomb, IL 61455  
Ph: (309) 836-2243 or (309) 837-5838  
Hours: 8:00 AM to 4:30 PM  
Daily

McHenry County  
IL Dept of Veterans Affairs  
Woodstock Armory  
1301 Sunset Ridge Rd  
Woodstock, IL 60098  
Ph: (815) 338-9292  
Hours: 8:00 AM to 4:30 PM  
Daily except 2nd and 4th Wednesday of the Month

Mercer County  
County Courthouse  
100 SE 3rd St  
Aledo, IL 61231  
Ph: (309) 582-2714  
Hours: 9:00 AM to 4:00 PM  
1st & 3rd Thursday of the Month

Morgan County  
IL Dept of Veterans Affairs  
1521 W Walnut St  
Jacksonville, IL 62650  
Ph: (217) 245-0551  
Hours: 8:30 AM to 5:00 PM  
Daily

Ogle County  
VFW Post 3878  
318 4th Ave  
Rochelle, IL 61068  
Ph: (815) 562-3878  
Hours: 9:00 AM to 4:00 PM  
1st and 3rd Monday of the Month

McDonough County  
Western Illinois University  
University Union - 1st Floor (Violet Room)  
Macomb, IL 61477  
Ph: (309) 298-1959  
Hours: 9:00 AM to 4:00 PM  
1st & 3rd Wednesday of the Month

McLean County  
National Guard Armory  
1616 S Main St, Room 116  
Bloomington, IL 61701  
Ph: (309) 827-5811  
Hours: 8:00 AM to 4:30 PM  
Daily

Montgomery County  
Illinois Department of Employment Security  
11006 Airport Trail Rd.  
Litchfield, IL 62056  
Ph: (217) 324-2138  
Hours: 9:00 AM to 4:00 PM  
2nd Thursday of the Month

Ogle County  
Ogle County Senior Center  
215 W Washington St  
Oregon, IL 61061  
Ph: (815) 732-3252  
Hours: 9:00 AM to 4:00 PM  
2nd & 4th Monday of the Month

Peoria County  
IL Dept. of Veterans Affairs  
401 Main Suite 650  
Peoria, IL 61602  
Ph: (309) 671-7679 or (309) 671-3179  
Hours: 8:00 AM to 4:30 PM  
Daily except Wednesdays



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Peoria County  
Peoria VA Clinic  
7717 N. Orange Prairie Rd.  
Peoria, IL 61615  
Ph: (309) 589-6800 Ext. 47328  
Hours: 8:00 AM to 4:30 PM  
1st & 3rd Wednesday's ONLY

Peoria County  
Peoria Vet Center  
8305 N. Allen Rd. Suite 1  
Peoria, IL 61615  
Ph: (309) 689-9708  
Hours: 8:00 AM to 4:30 PM  
2nd & 4th Wednesday's ONLY

Pike County  
American Legion  
1302 W Washington St  
Pittsfield, IL 62363  
Ph: (217) 285-2819  
Hours: 9:00 AM to 4:00 PM  
1st and 3rd Wednesday of the Month

Pulaski County  
Shawnee Community College  
Student Services  
8364 Shawnee College Road  
Ullin, IL 62992  
Ph: (618) 634-3280  
Hours: 9:00 AM - 4:00 PM  
2nd Monday of the Month

Randolph County  
City Hall  
1330 Swanwick St  
Chester, IL 62233  
Ph: (618) 826-2326  
Hours: 9:00 AM to 4:00 PM  
2nd and 4th Wednesday of the Month

Richland County  
Senior Citizens Center  
308 E Main St  
Olney, IL 62450  
Ph: (618) 395-3223  
Hours: 9:00 AM to 4:00 PM  
2nd Wednesday of the Month

Rock Island County  
County Building  
1504 3rd Ave  
Rock Island, IL 61201  
Ph: (309) 793-1460  
Hours: 8:00 AM to 4:30 PM  
Daily

Rock Island County  
East Moline Correctional Center  
100 Hillcrest Road  
East Moline, IL 61244  
Ph: (309) 793-1460  
Hours: Contact VSO for days/times

Sangamon County  
Lincoln Land College  
Menard Hall, Rm. 113  
Advising and Counseling  
5250 Sheperd Road  
Springfield, IL  
Ph: (217) 786-4508/2224  
Hours: 9:00 AM - 4:00 PM  
2nd & 4th Wednesday

St. Clair County  
IL Dept. of Veterans Affairs  
10 Collinsville Ave  
East St Louis, IL 62201  
Ph: (618) 583-2065  
Hours: 8:30 AM to 5:00 PM  
Daily



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St. Clair County  
IL Dept. of Veterans Affairs  
4519 W. Main Street  
Belleville, IL 62226  
Ph: (618) 233-5140 or (618) 233-8445  
Hours: 8:30 AM to 5:00 PM  
Daily

St. Clair County  
Southwestern IL College  
Veteran's Service Office  
2500 Carlyle Ave.  
Belleville, IL 62221  
Ph: (618) 222-5226  
Hours: Every 1st Tuesday and 2nd Friday of  
the Month

St. Clair County  
Southwestern Correctional Center  
950 Kingshighway Street Caller Serv. 50  
East St. Louis, IL 62203  
Ph: (618) 233-5140  
Hours: 7:30 AM - 2:30 PM  
2nd Wednesday of the Month

Saline County  
IL Dept. of Veterans Affairs  
713A East Church St  
Harrisburg, IL 62946  
Ph: (618) 253-2005  
Hours: 8:30 AM to 5:00 PM  
Daily, Except 2nd & 4th Thursday's of the  
Month

Sangamon County  
IL Dept. of Veterans Affairs  
833 S Spring St Springfield, IL 62704  
Ph: (217) 782-6645 or (217) 557-0358  
Hours: 8:30 AM to 5:00 PM  
Daily

Sangamon County  
Lincoln Land Community College  
Menard Hall - Room 113  
Advising & Counseling Office  
5250 Sheperd Rd Springfield, IL  
Ph: (217) 786-4508  
Hours: 9:00 AM to 4:00 PM  
Every Wednesday

Schuyler County  
Senior Center  
250 N Monroe St  
Rushville, IL 62681  
Ph: Unavailable  
Hours: 9:00 AM to 4:00 PM  
1st and 3rd Thursday of the Month

Shelby County  
Shelbyville Township Office  
212 E South 1st St  
Shelbyville, IL 62565  
Ph: (217) 774-3712  
Hours: 9:00 AM to 4:00 PM  
1st & 3rd Wednesday of the Month

Stephenson County  
IL Dept. of Veterans Affairs  
223 W Stephenson St - Suite 201  
Freeport, IL 61032  
Ph: (815) 233-5092  
Hours: 8:00 AM to 4:30 PM  
Daily, except 4th Wednesday of the month

Union County  
Anna Veterans Home  
792 N Main St  
Anna, IL 62906  
Ph: (618) 833-6302 x233  
Hours: 9:00 AM to 3:30 PM  
Wednesdays ONLY



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Vermilion County  
IL Department of Veterans Affairs  
212 W Fairchild St  
Danville, IL 61832  
Ph: (217) 442-1711  
Hours: 8:30 AM to 5:00 PM  
Daily

Vermillion County  
Danville Correctional Center  
3820 East Main Street  
Danville, IL 61834  
Ph: (217) 442-1711  
Hours: Contact VSO for days/times

Wabash County  
Wabash County Senior Center  
115 E 3rd St  
Mt Carmel, IL 62863  
Ph: (618) 262-7403  
Hours: 9:00 AM to 4:00 PM  
3rd Wednesday of the Month

Warren County  
County Courthouse  
100 W Broadway  
Monmouth, IL 61462  
Ph: (309) 734-6767  
Hours: 8:00 AM to 4:30 PM  
1st & 3rd Tuesday of the Month

Wayne County  
County Courthouse  
301 E Main St  
Fairfield, IL 62837  
Ph: Unavailable  
Hours: 9:00 AM to 4:00 PM  
1st & 3rd Thursday of the Month

White County  
County Courthouse  
301 E Main St  
Carmi, IL 62821  
Ph: (618) 382-7211  
Hours: 9:00 AM to 4:00 PM  
1st & 3rd Thursday of the Month

Whiteside County  
IL National Guard Armory  
716 6th Ave  
Rock Falls, IL 61071  
Ph: (815) 626-2468  
Hours: 8:00 AM to 4:30 PM  
Daily, Except 3rd and 4th Wednesday of the Month  
Closed the 2nd Thursday of the Month

Will County  
National Guard Armory  
2900 W Jefferson St  
Joliet, IL 60435  
Ph: (815) 730-4334  
Hours: 8:00 AM to 4:30 PM  
Daily, Except Wednesday's

Williamson County  
State Register Office Building  
2309 W Main St - Suite 122  
Marion, IL 62959  
Ph: (618) 997-3309 or (618) 993-7369  
Hours: 8:30 AM to 5:00 PM  
Daily

Winnebago County  
IL Dept of Veterans Affairs  
Machesny Park Armory  
10451 North 2nd Street  
Machesney Park, IL 61115  
Ph: (815) 633-7840 or (815) 633-8945 or  
(815) 633-5875  
Hours: 8:00 AM to 4:30 PM Daily



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Winnebago County  
Rockford VA Out Patient Clinic  
4940 E State St. - Suite B-107  
Rockford, IL 61108  
Ph: (815) 227-0081 or (815) 227-0081  
Hours: 9:00 AM to 4:00 PM  
Thursday ONLY



# Uniformed Services Employment and Reemployment Rights Act of 1994 USERRA

## Re-employment Rights

USERRA is a federal law which gives members and former members of the US Armed Forces (active and reserves) the right to go back to a civilian job they held before military service. Reemployment rights are one of the things on the mind of a deploying Guard Member. How will I get my job back when I return? Will I lose my seniority or the promotion I was expecting?

Who gets USERRA protection? You probably qualify for USERRA protection if you meet all five of these criteria:

- **JOB** ~ Did you have a civilian job before you went on Active Duty? All jobs are covered unless your employer can prove the job was truly a temporary position. USERRA applies to all private employers, state governments, and all branches of the federal government.
- **NOTICE** ~ You or a responsible officer from your military unit must give advance notice to your employer before leaving for active duty. Notice can be oral or in writing but you can best protect your rights by sending a letter by certified mail or having your employer sign your copy of your letter, acknowledging receipt.
- **DURATION** ~ You can be gone from your civilian job for up to five years (total). Any absences from your employer protected under the previous law (VRRRA) count toward your total. Most periodic and special Reserve and National Guard training does not count toward your five year total.
- **CHARACTER OF SERVICE** ~ If you are discharged, you must receive an honorable discharge. This criteria does not apply if you remain in the reserve component but your employer can still require some proof from your unit that your period of service was honorable. A letter from your commander will suffice.
- **PROMPT RETURN TO WORK** ~
  - Up to 30 days on Active Duty ~ the first shift which begins after safe travel time from your duty site plus 8 hours to rest – prompt reinstatement
  - 31 to 180 days on Active Duty ~ Must reapply ~ May have to be in writing. For work within 14 days after release from active duty orders.
  - 181 days or more ~ Must reapply ~ May have to be in writing. For work within 90 days after release from active duty orders.



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You need to tell employer you worked there before and you left for military service.

You are entitled to protections both while you are gone and when you return to work.

**EMPLOYER RESPONSIBILITIES** ~ Health Insurance during service ~ If you ask for you're your employer must continue to carry you and your family on the company health plan for up to 30 days of service, at the normal cost to you. You can get up to 18 months of coverage, but your employer can pass on full cost (including the company's share) on to you.

- Prompt reinstatement
- Accrued seniority, as if continuously employed
- Training or retraining and other accommodations
- Special protection against discharge except for cause
  - Service 180 days or more, the period is one year
  - Service 31-180 days, the period is 180 days
  - Limited protections for serving less than 31 days
- Post a notice of USERRA rights in the workplace

Immediate reinstatement of health benefits ~ You and your family may choose to go back on the company health plan immediately when you return to your civilian job. There can be no waiting period and no exclusion of pre-existing conditions, other than for VA determined service-connected conditions.

Anti-discrimination provision ~ USERRA prohibits discrimination based on military service or military service obligation.

Other benefits ~ USERRA guarantees you certain rights. It does not eliminate other benefits you may have from state law, contract, or collective bargaining agreement.

Enforcement ~ You may contact the ESGR Office at State Headquarters at 217.761.3642 or the National Committee for Employer Support of the Guard and Reserve (ESGR) at 800.336.4590 or 703.696.1400. ESGR provides ombudsmen who mediate reemployment issues between military members and their civilian employers. The national ESGR website is [www.esgr.org](http://www.esgr.org). The US Department of Labor Veterans Employment and Training Service (VETS) 202.219.9110 is responsible for resolving and/or investigating reemployment issues.



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# *Section VI*

## *Youth*



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## *Illinois Youth Program*

The Illinois National Guard Youth Program is here to help provide the support and resources Youth need to deal with the separation from a parent, child care issues, difficulties with school, or any other problems.

Children of all ages can be affected at any phase of military life; we have programs to help one and all. We also provide children and youth ages 6 – 18 with various opportunities to develop their physical, social, emotional and cognitive abilities and to experience achievement, leadership, friendship and recognition.

Below is a list of programs, events, and resources. Also, you will find additional resources on the following pages.

- Backpacks – Preparing youth for the deployment of a parent. These backpacks are filled with activity books, coloring pages, markers, crayons, pens, pencils, and other great stuff...Just for KIDS!!!
- Briefings – Provide informational briefings about Youth Resources to Family Readiness Groups, Units and Family Members.
- “Coming Home” Package – Fun stuff and “coming home” information mailed to youth whose parent is returning home within 30 – 90 days.
- Day Camps – Operation Military Kids also provides day camps for Military youth. The camps are made available upon request.
- Grief Packs – Backpacks filled with books, videos and information to help youth cope with the loss of a parent at home or on deployment.
- National Association of Child Care Resource and Referral Agencies – [www.naccrra.org](http://www.naccrra.org)
- National Youth Symposium – currently held annually
- Online Tutors – [www.tutor.com](http://www.tutor.com)
- Operations Boots On & Operation Boots Off – This unique program takes military children through the mobilization and demobilization process that their parents experience when deploying or coming home. It is a fun event that helps children better understand what their parent is going through.
- Operation Military Kids – [www.operationmilitarykids.org/il](http://www.operationmilitarykids.org/il)
- Our Military Kids – [www.ourmilitarykids.org](http://www.ourmilitarykids.org)
- Parent Resource Bags – Resource bags are provided to parents during mobilization briefings. The information is designed to assist parents in caring for children during the deployment of a spouse.
- Regional Youth Workshops – Workshops for youth to get together and get involved. Ages 8 – 18
- State Youth Conference – The conference is a fun environment for youth to meet peers. Classes and speakers provide great tools for youth.



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- State Easter Egg Hunt – Camp Lincoln in Springfield, IL hosts an Easter Egg Hunt every April. There are games and activities...and tons of fun!
- Youth Camps – Operation Military Kids provides week long camps to Military youth throughout the summer. Camps are always free to families except transportation to and from for some events.
- Youth Newsletter – Mailed directly to youth during special times of the year and during deployment. Providing resources, information and announcements to Military kids throughout the state.
- Zero to Three – [www.zerotothree.org](http://www.zerotothree.org)

For the most updated information regarding dates and locations of events, please contact one of the State Youth Coordinators at 217-761-3395 or 217-761-3842.

## **Operation: Military Kids**

Illinois Operation: Military Kids (OMK) is reaching out to our geographically dispersed youth. Under the umbrella of OMK, Illinois has created a coalition among several organizations to support our military youth in various ways.

**Hero Packs** are given to military children with a deployed parent/guardian. The packs include items to help the youth stay connected with their loved one and show community support to the family. Each pack includes a handwritten letter of thanks from someone in Illinois.

**Speak Out for Military Kids (SOMK)** is a fabulous opportunity where all youth (both military and civilian) can learn leadership and public presentation skills to tell others about the experience of military youth & their families. The youth participating in SOMK are motivated and hone their skills in various forms of media to present the message of their design to community organizations, schools, churches, and clubs.

**Regional Youth Activities** are held throughout the state for military kids where they can come together for fun while they find acceptance, support, and understanding of what they are experiencing during this time that their loved one serves our country. Some activities held include fishing days, day camps, military family days, FRG meetings, and mock deployments.

**Mobile Technology Labs (MTL)** have arrived in Illinois, and we are happy to be able to use these labs in assisting with portions of our SOMK trainings, as well as making Zoom Albums, and allowing youth to communicate with their loved one who is away (as well as with each other -- new friends made through OMK are great to keep in touch with through the use of technology learned at OMK events).

**Ready, Set, Go Trainings** are provided within our communities to teach local organizations and service agencies about the deployment cycle, unique stressors for our military youth, and how each of us can support them in practical, hands-on ways.



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The organizations currently included in our coalition are: the University of Illinois Extension & 4-H, the National Guard, the Army Reserves, Boys & Girls Clubs, the American Legion and American Legion Auxiliary, Prevent Child Abuse Illinois, and Family Program and Community Service Staff of our military bases.

Please contact us if you would like more information about Operation: Military Kids or would like to participate in active support of our military youth and families in Illinois.

<http://web.extension.illinois.edu/state4h/military/> 217.265.8209

## OUR MILITARY KIDS

**Mission:** Our Military Kids provides substantial support in the form of grants to the children of National Guard and Military Reserve personnel who are currently deployed overseas, as well as the children of Wounded Warriors in all branches. The grants pay for participation in extracurricular activities and tutoring programs that nurture and sustain children while a parent is away in service to our country or recovering from injury.

A service member once said, “Please don’t send cookies, care packages, or socks. Just take care of our children.” Our Military Kids works every day to fulfill this plea.

Along with the sacrifice of having a parent away in service for months at a time, many Guard and Reserve families are financially stretched and cannot afford the fees for sports, fine arts, or tutoring programs so crucial to a child’s sense of well-being. Additionally, because these families are Guard and Reserve, they are geographically dispersed throughout the country and often live too far from military bases and installations to access the available support services.

Our Military Kids, founded in 2004, fills these gaps with a simple grant program that pays for children’s activities. Eligible families apply for a grant, and within days of receiving the application in the Our Military Kids office, a packet is sent to the child thanking them for their service to our country and notifying them of the award. The check to pay for the activity is sent directly to the service provider.

Our Military Kids helps families who often fall outside the parameters of established support programs – the families of National Guard and Reserve service men and women who have been and are continuing to sacrifice so much for our country.

Our Military Kids provides grants for sports, fine arts, camps, and tutoring programs. The activity is eligible for a grant if it falls in one of those four categories. However, we CANNOT award grants for child care, school tuition, or religious mission trips.

For more information and to apply: <http://www.ourmilitarykids.org/> or (703) 734-6654 or (866) 691-6654

**Make sure you chose the appropriate grant application based on your branch and component.**



## **Helping Children through a Deployment**

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

### **Before the 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. At a time when the separated spouse's responsibility to the Military 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 stress during the period before the service member departs?

### **Build on Your 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 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, your unit, 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. 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; something that enables 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(s)**

Frequently children react to the assignment or deployment 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 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/her job, the sophisticated technology, interdependence of each division of the military with the other, and of course, career direction. (Statistics indicate that about 30% of our present day military personnel were raised in a military family.)

## **Plan for Communicating**

Expect children to stay in touch with the departed parent. 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 duffel bag in return for something that belongs to the departing parent. Discuss the household chores and let your children choose (as much as possible) the ones they would rather do. Mother and Father 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:

- 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 postcards, make little notes about the place or write that you stood right here "x" in the picture. Any small thing which makes the card personal will have tremendous meaning to children at home.



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- 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.
- For older children, a subscription to a favorite magazine is a gift that keeps on giving.
- When using a recording device, 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 recording device completely in one sitting. Make sure you describe the surroundings, the time of day, and what you are doing, etc.
- Try not to forget birthdays and special holidays which would be important to a child; particularly Thanksgiving, Christmas, Easter, Halloween, or Valentine's Day.
- 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.
- If your child has a pet, make sure to ask about it.
- 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.
- Use the space below for some of your own ideas:

### **Tips for the Parent/Caregiver Left Behind**

It is very possible you will admit feelings of sadness, self-doubt, fear, or loneliness to your spouse and children. Most parents will agree that these are acceptable risks, and the feelings revealed are much easier to deal with when they can be expressed within the comfort and security of the family.

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.

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. (*One parent was "spared" the knowledge that his or her son had to be hospitalized for emergency surgery.*)

Be responsible for all disciplining. Do not fall into the trap of using, "Just wait until your Father/Mother gets home," as the ultimate threat. How can a child be expected to greet with joy and affection a parent as the ultimate punisher who has been held over their head for months?

The [www.militarystudent.org](http://www.militarystudent.org) website provides a great resource to enhance the educational and social well-being of all military children by increasing the understanding and awareness of how to meet their unique needs.



## **Education Outreach-IL National Guard**

The largest deployment in the state since World War II began in 2008 for about 2,700 Illinois National Guard Soldiers. After about 6 months, we realized families, especially children up to the college level, began having issues with the school systems. Families could not attend departure or homecoming ceremonies without being penalized with unexcused absences or the recourse of being able to make up work. We began sending out letters of explanation to schools, employers, and state offices from the Adjutant General of Illinois.

We also realized children were suffering emotionally and behaviorally after cumulative separation due to deployment. Educators were struggling to help children cope with separation, behavioral management, lack of structure at home, readjustment of a returning parent, and a society where images of war are shown on the local news.

We wanted to improve our local communities' future by helping families today through every avenue possible. The Illinois National Guard placed resources across the state to aid and assist families and educators at all levels to improve and understand the necessity of family resiliency.

After a meeting with the designated Education Outreach Officers and the Chief of Service Member and Family Support Services Branch, it was determined the fastest and biggest impact could be made by contacting the 56 Regional Offices of Education (ROEs) for Illinois.

The state was divided into two sectors, North and South/Central. The Outreach Officers began "cold calling" and sending an email requesting appointments with the Regional Superintendents. After a few weeks, the appointments were booked four months in advance. Within six months, 710K students were affected through 42 (of 102) counties. This quick impact, led to an initiative for State House of Representatives Bill 2870. This bill requires public schools to register military children during annual school enrollment in order to provide an aggregate and accurate count of children throughout the state in order to provide immediate and local care of our youth.

### **The Outreach Strategy**

The ILNG developed the program through collaboration with Youth Programs, Illinois State University, Chicago School of Professional Psychology, National Guard Bureau Family Program Office and other existing resources by:

- Identifying and recruiting educators in our formations
- Education Awareness Campaign
- Illinois State Board of Education
- Regional Offices of Education
- School Districts
- Teacher In-Services
- School psychologists, sociologists, counselors
- Begin secondary/higher education awareness
- Transition this program to Continuing Education Units (CEUs) opportunity



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***Section VII***

***TRICARE***

***Medical and Dental***



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## TRICARE

### Active Duty Dental Program

Once DEERs is updated to reflect a member's Early Activation for TRICARE, the Reserve Component Service Member must complete DD Form 2876 for TRICARE Prime or Prime Remote Enrollment. After TRICARE Medical has processed the enrollment, the member should call United Concordia ADDP to verify they are enrolled in the Remote ADDP if they reside and work (duty location) greater than 50 miles from a military Dental Treatment Facility.

ADDP can be reached at 1-866-984-ADDP (2337). This is for the member only.

Information can be located at [www.addp-ucci.com](http://www.addp-ucci.com). On the left, the member can click Active Duty Service Member Active Guard & Reserve panel.

Scroll down and click on Remote Active Duty Dental Program

If you need routine dental care, you will need to complete the Appointment Request Form. Prior to entering the form, you can choose a dentist from their listing. On the left side of the screen, click on Find a Dentist, input your zip code, choose other for mileage and input 50. This will provide you a list of dentists within a 50 mile radius of your home of record (HOR). If there is no dentist within 50 miles, please call the ADDP and inform them there is no dentist within the 50 mile radius.

If you need an appointment or already have an appointment scheduled, you are required to complete the Appointment Request Form. In the "notes" field, please input the dentist, date and time of the appointment. The Appointment Request Form can be found by following the above instructions on the website [www.addp-ucci.com](http://www.addp-ucci.com).

In either case, you can NOT go to the dentist for routine care only without the Appointment Control Number (ACN). If you do, you may be responsible to pay out of pocket for 100% of the dental service provided.

If you need coverage for your family, please refer to the TRICARE Dental Program information.

### DELTA DENTAL for RETIREES

Please visit the following website: <http://www.trdp.org/>



## Early Activation

**Terms associated with this program are as follows and they all mean the 180 Day early TRICARE:**

**1. Early Activation 2. Pre-Alert 3. Delayed-effective-date active duty orders**

**Prime:** A managed care option similar to a civilian health maintenance organization and is geographically limited. Unless the ADSM is overseas, they will then refer to TRICARE Overseas.

**Prime Remote:** Provides health care coverage through civilian network or TRICARE-authorized providers for Uniformed Service members who are assigned to duty stations in remote areas, typically 50 miles from a Military Treatment Facility (MTF) usually located at an Active Duty Base. TRICARE Prime Remote for Active Duty Family Members (TPRADFM) is the TRICARE Prime Remote (TPR) benefit for family members with similar benefits and program requirements. Both TPR and TPRADFM require enrollment.

**Standard:** A fee-for-service option where the beneficiary pays higher amounts for the freedom to choose from a larger provider pool without having to get a prior-authorization for most TRICARE covered medical services.

Once eligible for Early Activation, a member needs to verify if they are eligible for TRICARE Prime Remote.

National Guard and Reserve members are eligible and must enroll in TRICARE Prime or Prime Remote using DD Form 2876 when on Federal active duty orders for more than 30 consecutive days or delayed-effective-date active duty orders. (TRICARE Fundamentals (TFC) Book Chapter 2 pg 12 section 3.1 and Chapter 2 pg 2 Section 1.1)

**Service Member must be enrolled in Prime or Prime Remote, but their DEERS eligible dependents can remain in Standard.**

There is no cost to Active Duty Service Members (ADSM) except for pharmacy. (TFC Chapter 2 pg 13 Section 3.2.2)

**To verify if you are eligible for Prime Remote:**

- Go to [www.hnfs.com](http://www.hnfs.com)
- Choose Beneficiary (on left)
- Enroll in Prime (on left)
- TRICARE Prime Remote (1<sup>st</sup> column: What do I need to know)
- On the next screen, the second paragraph: Who is eligible? Click on the red highlighted word “entering”.
- This will bring up the screen to input the zip codes of your home and the duty location.



**Screen Print 1**

•  
**TRICARE Prime Remote ZIP Code Look-Up Tool**

To see if a beneficiary may qualify for TRICARE Prime Remote (or TRICARE Prime Remote for Active Duty Family Members), enter the sponsor's home and work ZIP codes in the windows below and click "SUBMIT."

<input type="text"/>	<input type="text"/>	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>
<b>Home ZIP Code</b>	<b>Work ZIP Code</b>		

*Not sure about a ZIP Code? Click [here](#) to access ZIP Code lookup*

- Then click submit.

If you receive the following screen, you will need to complete DD Form 2876 (download from appropriate Regional Contractor) to enroll in Prime Remote. Do **NOT** call Health Net, they will walk you through the above steps again.

**Screen Print 2**

•  
**TRICARE Prime Remote ZIP Code Look-Up Tool**

Based on the ZIP codes you provided, the beneficiary may qualify to enroll in TRICARE Prime Remote in the North Region. The North Region contractor is Health Net Federal Services, Inc.

**Click [here](#) to learn more about TRICARE Prime Remote**

**Call Health Net at 1-877-TRICARE (1-877-874-2273)  
or click [here](#) to visit their Website**

Effective date of Prime or Prime Remote depends on the receipt of DD Form 2876. The Service Member is covered as of the date of receipt of the application, but the family members, if the Service Member enrolls them, will follow the 20<sup>th</sup> of the Month rule.

If received by the 20<sup>th</sup> of the month, the effective date is the 1<sup>st</sup> of the next month. If received after the 20<sup>th</sup>, the effective date will be the 1<sup>st</sup> of the following month.

Example: Form received from March 21<sup>st</sup> to April 20<sup>th</sup>, the effective date is May 1<sup>st</sup>.  
Form received from April 21<sup>st</sup> to May 20<sup>th</sup>, the effective date is June 1<sup>st</sup>.

Prime and Prime Remote requires enrollment. The Military Member must complete DD Form 2876. The form should be mailed or faxed into the appropriate region. When mailing, your only proof of receipt is to send the form certified with return receipt through the US Postal Service.



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If you are in TRICARE North, you may fax the form to 1-888-244-4181. Ensure you get a receipt from the fax machine that the form was sent and successfully transmitted. TRICARE North is administered by Health Net Federal Services. [www.hfns.com](http://www.hfns.com) Covers members residing in: CT, DE, IL, IN, KY, MA, MD, ME, MI, NC, NH, NJ, NY, OH, PA, RI, VA, VT, WI, WV

**TRICARE South:** 1-877-298-3408 phone number. Covers members residing in: AL, AR, FL, GA, LA, MS, OK, SC, TN, Majority of TX

To determine eligibility, go to [www.humana-military.com](http://www.humana-military.com); click on Beneficiary (on left); TRICARE Plans (on tool bar); TRICARE Prime Remote (under Plans and Programs); Program Overview (scroll down located in middle of screen); In the section labeled “Key features of TRICARE Prime Remote”, click on TPR & designated Zip Code Area. Please refer to Screen Print 1 above.

**TriWest:** 1-888-874-9378 phone number [www.health.mil](http://www.health.mil). Covers members residing in: AK, AZ, CA, CO, HI, IA, ID, KS, MN, MO, MT, ND, NE, NM, NV, OR, SD, UT, WA, WY and a small portion of TX

To determine eligibility, go to [www.triwest.com](http://www.triwest.com), click on Beneficiary (on left); Enrollment (on left); to the right under Verify Eligibility click on Prime Enrollment Opportunities; input complete home of record address & beneficiary type & branch of service; click go. If you receive the following message, you will need to complete DD Form 2876

The location you entered is not within the service area of a Military Clinic for active duty service members (ADSM). You may be eligible to enroll into [TRICARE Prime Remote](#). Visit [TRICARE](#) for information on eligibility. Find a local primary care manager using [TriWest Provider Directory](#). The Provider Directory should be considered reference only, pending eligibility determination.

## Prime/Prime Remote

### TRICARE Prime Service Area (PSA)

- Area defined as an approximate 40-mile radius around an MTF (actual radius can vary by military installation)
- TRICARE-eligible beneficiaries living within the Prime service area are eligible for Prime
- Beneficiaries living outside the Prime service area may be eligible for TRICARE Prime Remote for Active Duty Family Members (TPRADFM)

### Eligibility for TRICARE Prime Remote / TPRADFM

- National Guard or Reserve sponsor
  - Activated more than 30 consecutive days
  - Live and work more than 50 miles (or an hour’s drive time) from an MTF



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- Sponsor’s residence address must be in DEERS
- Family must reside with sponsor in a designated TPR ZIP code **at time of activation**

**Enrolling in TRICARE Prime / TRICARE Prime Remote for ADFM**

- Submit completed enrollment application to your regional contractor
  - If received by 20th of month, coverage begins 1st of next month
  - If received after 20th of month, coverage begins 1st of following month
- Select a PCM
  - From military treatment facility (MTF) or TRICARE network
  - For TPRADFM, select any TRICARE-authorized provider if a network PCM is not available on application notate Unassigned PCM

**TRICARE Prime/TPRADFM Costs**

Enrollment Fees	\$0.00
Deductible	\$0.00
Outpatient Costs	\$0.00
Inpatient Costs	\$0.00
Emergency Care	\$0.00
Catastrophic Cap	\$1,000 per family per Military Fiscal Year

**Referrals and Authorizations**

- **Referral:** The act or instance of referring a beneficiary to another authorized provider for necessary medical or behavioral health care treatment.
- **Prior Authorization:** A decision issued electronically or in writing that states TRICARE will cover services that have not yet been received. Failure to obtain a prior authorization when required will result in a denial of payment for those services or claim will pay POS.

**Point of Service Option**

- Seek nonemergency/specialty care without a referral or prior authorization
- Higher out-of-pocket costs
- *Annual Deductible:* \$300/individual or \$600/family
- *Cost-Shares:* 50% after POS deductible is met
- POS fees not reimbursed by TRICARE
- POS fees **do not** apply to the annual catastrophic cap

**Emergency Care**

- Call 911
- Visit nearest emergency room



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- Notify your PCM or Regional Contractor within 24 hours of any emergency admission so that your follow-up care can be coordinated (if enrolled in TRICARE Prime or Prime Remote)
- A family member can call on your behalf

**IMPORTANT:** If you are in the Emergency Room and the Doctor wants to release you and come back the next day for tests, ask them to **NOT** release you until after the tests are complete. If you are released, the doctor **MUST** submit for prior authorization before the procedure can be administered. This could take 2 – 3 weeks for the approval.

### Urgent Care

- Medically necessary treatment that is required for illness or injury
- TRICARE Prime/Prime Remote beneficiary must coordinate urgent care with PCM or Regional Contractor before receiving care
- A TRICARE Prime/Prime Remote beneficiary who seeks urgent care services without coordinating with his or her PCM will be utilizing the TRICARE Point-of-Service (POS) option

### Nonemergency Health Care While Traveling

- All routine medical care should be taken care of before you depart or delayed until you return and can see your PCM
- For out-of-area urgent/acute care, you must coordinate with your PCM or Regional Contractor for an authorization before seeking care if enrolled in TRICARE Prime/Prime Remote
- For out-of-area emergency care, call 911 or go to the nearest emergency room (civilian or military)

## Retiree (Medical Only)

A retiree is currently eligible once they reach 20 or more years of active duty or if they retire from the Reserve Component, once they reach the age of 60. You have 2 options:

- TRICARE Prime: Premium is payable monthly, quarterly, or annually. Currently \$460.00 Family or \$230 Individual per year. Before making any decisions, please visit [www.TRICARE.mil](http://www.TRICARE.mil) to verify if there have been any rate changes.

Annual Deductible	\$0.00
Outpatient Visits	\$12.00 copayment per visit
Clinical Preventive Services	\$0.00 copayment per visit
Durable Medical Equipment, Prosthetics, Orthotics, and Supplies	20% of negotiated fee



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Hospitalization	\$11.00 per day (\$25.00 minimum charge)*
Emergency Services	\$30.00 copayment per visit
Ambulatory Services	\$25.00 copayment
If your stay lasts 1 to 2 days, your charge for this stay will be \$25.00. For 3 or more days, you will be charged \$11.00 times the number of days.	

- TRICARE Standard: Currently there is no premium. Before making any decisions, please visit [www.TRICARE.mil](http://www.TRICARE.mil) to verify if there have been any rate changes. **Standard also allows for Freedom of Choice when choosing a doctor.**

Deductible per Military Fiscal Year	\$150.00 Individual or \$300.00 Family
Outpatient Visits	25% after the annual deductible is met
Clinical Preventive Services	25% after the annual deductible is met
Durable Medical Equipment, Prosthetics, Orthotics, and Supplies	25% after the annual deductible is met
Hospitalization	\$535.00 per day or 25% of billed charges for institutional services whichever is less plus 25% cost-share for separately billed services
Emergency Services	25% after the annual deductible is met
Ambulatory Surgery	25% after the annual deductible is met

- Catastrophic Cap is \$3,000.00 per Military Fiscal Year

## Standard

**ACTIVE DUTY SERVICE MEMBERS may NOT use TRICARE Standard!!!!**

**They must be enrolled in PRIME or PRIME REMOTE.**

Deductible Rank E-4 or below	\$50.00 Individual or \$100.00 Family
Deductible Rank E-5 or higher	\$150.00 Individual or \$300.00 Family
Family Members of National Guard and Reserve Activated for More than 30 consecutive days in support of a Contingency Operations	\$0.00
Outpatient Visits	20% after the annual deductible is met
Clinical Preventive Services	25% after the annual deductible is met
Durable Medical Equipment, Prosthetics, Orthotics, and Supplies	20% after the annual deductible is met
Hospitalization	\$16.85 per day (\$25.00 minimum charge)*



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Emergency Services	20% after the annual deductible is met
Ambulatory Surgery	\$25.00
Catastrophic Cap	\$1,000.00 per Military Fiscal Year
If your stay lasts 1 to 2 days, your charge for this stay will be \$25.00. For 3 or more days, you will be charged \$16.85 times the number of days.	

## TAMP – Transitional Assistance Management Program

**You and your DEERS eligible dependents** are covered for **MEDICAL ONLY** as long as you were activated in support of a contingency operation and served for more than 30 consecutive days.

TAMP is currently for 180 Days Post Active Duty and begins on the 1st day after your active duty orders end.

TRICARE Prime: **Must re-enroll** to continue coverage using DD Form 2876

TRICARE Standard: Automatic coverage

Deductible E-4 and below	\$50.00 Individual and \$100.00 Family
Deductible E-5 and above	\$150.00 Individual and \$300.00 Family
Enrollment Fee	\$0.00
Cost Share	20% after the deductible is met
Catastrophic Cap	\$1,000.00

If a member is ETS'ing prior to the end of TAMP, the Unit Personnel Department, during out-processing, will issue a TAMP card for insurance benefits.

## TRICARE Dental Program

### Technicians, Traditional Reserve Component Members, and Family Members

Please visit [www.TRICAREdentalprogram.com](http://www.TRICAREdentalprogram.com). Scroll down to the bottom and click on Guard and Reserve Information.

National Guard/Reserve sponsors are eligible to enroll in the TDP when they are not on active duty for more than 30 consecutive days. If a National Guard/Reserve sponsor enrolled in the



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TDP is called or ordered to active duty for more than 30 consecutive days, he or she will be automatically disenrolled from the program during the period of activation and automatically re-enrolled upon deactivation. To protect your coverage, please contact the TDP to ensure the disenrollment and the re-enrollment.

National Guard/Reserve family members can enroll in the TDP even if their sponsor does not enroll. The plan offers continuous dental coverage throughout the sponsor's changing status - from inactive to active and back again. In fact, if a National Guard/Reserve sponsor is activated, family members will enjoy reduced monthly premiums when their sponsor is activated because they are considered "active duty family members" during that time. Additionally, because family

member enrollment is not dependent on the sponsor's enrollment, family members can enroll in the TDP at any time.

The sponsor must enroll family members unless he/she has signed a Power of Attorney (POA) allowing family members to enter into contracts. The POA must be provided with the enrollment form.

Once the sponsor is in Pre-Alert status, the family member billing rate will automatically decrease to the Active Duty Family Member rate. Upon deactivation, the rate will automatically increase back to the higher Guard/Reserve Rate.

You must remain enrolled in the TDP for a minimum of 12 months. You may choose to disenroll from the TDP once you meet your 12-month initial enrollment period or if you have a valid reason to disenroll. Following is a list of valid reasons provided by United Concordia.

Situation	Description
Loss of eligibility	Sponsor or family member loses eligibility for the TDP due to death, divorce, marriage, age limit of a child, or end of entitlement.
Sponsor and family are relocated to the OCONUS service area	Sponsor may elect to disenroll himself or herself and/or disenroll his or her family members from the TDP <b>within 90 calendar days of the relocation</b> . The date of the relocation must be included on the disenrollment request. The disenrollment will be processed based on the date the TDP Enrollment/Change Form is received.
National Guard/Reserve Sponsor Deactivation (sponsor activated more than 30 consecutive days in support of specific Contingency Operations)	Upon sponsor deactivation, family members will be disenrolled before the end of the mandatory 12-month initial enrollment period, if initially enrolled within 30 days of sponsor activation.
Transfer to Standby or Retired Reserve	A National Guard/Reserve member will be disenrolled before the end of the mandatory 12-month enrollment period if the member is transferred to the Standby Reserve or Retired Reserve.



## TRICARE Retired Reserve

Gray area retiree refers to Service Members from the National Guard and Reserve who retire with 20 years or more of service prior to age 60.

The Gray Area Retiree now has the option to purchase TRICARE Retired Reserve.

2011 Premium	\$408.01 Single or \$1,020.55 Family
Deductible	\$150.00 Single or \$300.00 Family
Cost Share	25% after the deductible is met
Catastrophic Cap	\$3,000.00 Per Military Fiscal Year

Premium is adjusted annually on 1 January.

## TRICARE Reserve Select

If a member is eligible in their own right for Federal Employee Health Benefit (FEHB) coverage, they are NOT eligible for TRS.

No gap insurance coverage if applied for and premium paid within 30 days of release from Active Duty. To apply, please visit <https://www.dmdc.osd.mil/appj/trs/>

2011 Premiums	\$53.16 Single or \$197.76 Family
Deductible E-4 and below	\$50.00 Single or \$100.00 Family
Deductible E-5 and above	\$150.00 Single or \$300.00 Family
Cost Share	20% after the deductible is met
Catastrophic Cap	\$1,000 Per Military Fiscal Year

Premium is adjusted annually on 1 January.

## TRICARE Young Adult

The TRICARE Young Adult (TYA) program is a premium-based health care plan available for purchase by qualified dependents. TYA offers TRICARE Standard Coverage worldwide. This is a **Medical Benefit ONLY**.

**Who is eligible?** You may purchase TYA coverage if you are **ALL** of the following:

- A dependent of an eligible uniformed service sponsor\*
- Unmarried
- At least age 21 (or age 23 if enrolled in a full-time course of study at an approved institution of higher learning and if the sponsor provides at least 50 percent of the financial support), but have not yet reached age 26



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- Not eligible to enroll in an employer-sponsored health plan as defined in TYA regulations
- Not otherwise eligible for TRICARE program coverage

*\*If you are an adult child of a non-activated member of the Selected Reserve of the Ready Reserve or of the Retired Reserve, your sponsor **MUST** be enrolled in TRICARE Reserve Select or TRICARE Retired Reserve for you to be eligible to purchase TYA coverage.*

### **Purchasing**

- TYA Application is available at [www.TRICARE.mil/tya](http://www.TRICARE.mil/tya).
- If you are not in DEERS, your sponsor must add you to the system before starting the application process. For more information on adding family members to DEERS, visit [www.TRICARE.mil/deers](http://www.TRICARE.mil/deers).
- Application must include the first three months of premium payments.

### **Enrollment in TYA**

- After enrollment, you and your sponsor will need to visit a RAPIDS location for an Identification (ID) Card. You **MUST** bring in two forms of ID and the enrollment information you receive.

## **General Information:**

### **TRICARE and Other Health Insurance (OHI)**

- TRICARE pays after all other health insurance plans except for:
  - Medicaid
  - TRICARE supplements
  - The Indian Health Service
  - Other programs/plans as identified by TMA
- Not required to obtain TRICARE referrals or prior authorization for covered services, except for adjunctive dental care and behavioral health care services
- However, you must follow the OHI referral and authorization requirements if applicable
- TRICARE is **NOT** a supplement to other insurance.
- If you terminate OHI, you must complete form “TRICARE Other Health Insurance Questionnaire” and mail into the appropriate Regional Contractor.

### **Pharmacy Coverage**

Retail Pharmacy: \$3.00 per month generic \$9.00 per month non-generic and \$22.00 per month for formulary. If you are on a maintenance medication (ex. Allergy medication), Service Members and their DEERS eligible dependents may utilize the mail order pharmacy program. The cost shares are the same as listed above except you receive a three month supply instead of one month. Please refer to [www.TRICARE.mil](http://www.TRICARE.mil) for a list of formulary drugs. Due to constant changes, you can also contact your regional provider office.



### **Balance Billing and Violation of Participation Agreements**

Nonparticipating providers may charge up to 15 percent above the TRICARE-allowable charge. This amount is your responsibility and will not be reimbursed by TRICARE. Participating providers are prohibited from balance billing – billing you for any amount in excess of the TRICARE-allowable charge, less any applicable cost-share you pay. Once a participating provider marks “yes” on the claim form for that service, he or she cannot later revoke or cancel that decision. Participating providers who attempt to fraudulently collect higher payments are in violation of the participation agreement. **NOTE:** Non-network providers may choose to participate on a claim-by-claim basis.

### **Prohibition of Waiving Cost-Shares and Deductibles**

When using TRICARE Standard, TRICARE Extra, TRS, and TRR you are responsible, under law, to pay an annual deductible and cost-shares associated with your care. The law prohibits health care providers from waiving the deductible or cost-shares and requires providers to make reasonable efforts to collect these amounts. Providers who offer to waive deductibles and cost shares, or who advertise that they will do so, can be suspended or excluded as TRICARE-authorized providers.

*Information from TRICARE®: Summary of Beneficiary Costs brochure published February 2011.*

**IMPORTANT:** If you are in the Emergency and the Doctor wants to release you and come back the next day for tests, ask them to **NOT** release you until after the tests are complete. If you are released, the doctor **MUST** submit for prior authorization before the procedure can be administered. This could take 2 – 3 weeks for the approval.

When calling your regions customer service, please ensure to document the date, time and who you spoke with. All conversations are recorded, and if you have issues after calling and need to file a complaint, you will need the date, time, who you spoke with, issue calling with, and the response you received.

**To verify current premiums, coverage and information/forms on all TRICARE® benefits, please visit [www.TRICARE.mil](http://www.TRICARE.mil); [www.addp-ucci.com](http://www.addp-ucci.com); [www.TRICAREdentalprogram.com](http://www.TRICAREdentalprogram.com); or [www.trdp.com](http://www.trdp.com).**



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# *Section VIII*

## *Legal Information*



# LEGAL

Information is from the Office of the Staff Judge Advocate informational pamphlet. The publication was prepared pursuant to the provisions of 20 ILCS 1805/31 for members of the Illinois National Guard and their families. Furthermore, these summaries do NOT constitute legal advice, which is dependent upon the facts of each individual case, and Service Members should consult a Judge Advocate or civilian attorney as necessary.

The phrase “status is everything,” is often heard in the National Guard because of the variety of military statuses held by its personnel, and because military discipline, chain of command, applicable regulations, and entitlements are dependent on the member’s status. Therefore, the following terms will be used throughout this section of the publication, especially in the applicability sections for the various statutes.

<p><b>1. Title 10 Military Service</b></p> <p>This term includes military service under any provision of Title 10, United States Code (U.S.C.). This includes “active duty” service by members of the U.S. Army, Air Force, Navy, Marines, or service by Reserve units (e.g. U.S. Army Reserves). It also includes military service performed by Army National Guard and Air National Guard members while on Initial Active Duty Training (IADT), while serving OCONUS (Outside the Continental United States) for training or other duty, or when mobilized under Presidential Authority (e.g., Operations Enduring Freedom and Iraqi Freedom).</p>	<p><b>2. Title 32 Military Service</b></p> <p>This term includes all Federally funded training and duty for National Guard members under any provision of Title 32, United States Code. This includes normal training duty of National Guard members on weekends (inactive duty training), annual training periods, and full-time National Guard duty (e.g., AGR personnel). It also includes duty performed during certain emergency operations as specifically authorized by the President or SECDEF (e.g., airport security duty in 2001-2002 and disaster relief in the aftermath of Hurricane Katrina).</p>	<p><b>3. State Active Duty (SAD)</b></p> <p>This term includes all military service performed by National Guard members pursuant to executive order of the Governor under the Illinois Constitution and State statutes. This military service is funded by the State, and National Guard members are considered to be State employees when performing such service. Generally, such service is performed within the State during emergencies such as floods, tornados and blizzards.</p>
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## Illinois National Guard Employment Rights Law

1. **Reference:** Statute: 20 ILCS 1805/30.1 et seq.
2. **Applicability.** This Act applies to National Guard members ordered to State Active Duty (SAD), and applies whether such duty is voluntary or involuntary. The Act protects the member's job rights and benefits whether they are working for a private employer in the State of Illinois, or if working for the State of Illinois or any political subdivision of the State.

### 3. Summary of the law.

#### A. Eligibility

- a. The member gave advance written or oral notice of the period of military service to the employer, if reasonably possible and not precluded by military necessity;
- b. The member's service was characterized as honorable, under honorable conditions, or satisfactory; and
- c. The member reports for work or request re-employment with the employer within the following time frames:
  - i. For SAD of 30 days or less, the member must report for work on the first full regularly scheduled work period after transportation home plus an 8 hour rest period.
  - ii. For SAD of 31 -179 days, the member must apply for re-employment not later than 14 days after completion of service, if possible.
  - iii. For SAD of 180 days or more, the member must apply for re-employment not later than 90 days after completion of service.

#### B. Rules Concerning application for re-employment

- a. The time period to report to work or apply for reemployment is extended if the member is hospitalized for, or convalescing from, and illness or injury incurred or aggravated during a period of SAD.
- b. The employer may request appropriate documentation showing the member's characterization of service, and to show the member's application is timely.
- c. A Service Member who fails to report for work or apply for re-employment in a timely manner does not automatically forfeit rights and benefits under the Act, but



will be subject to the employer's rules and policies concerning absence from scheduled work.

C. Re-employment rights. Upon the Service Member reporting to work or applying for re-employment in accordance with the Act, the member shall be either:

- a. Promptly re-employed in the same position of employment which the member left, with the same increases in status, seniority, and pay which were earned by employees in like positions during the period of SAD; or
- b. Promptly re-employed in a position of like seniority, status, and pay, or the nearest approximation thereof if the member was disabled while on SAD and is no longer physically or mentally qualified to perform the duties of the position formerly held.

D. Exceptions to re-employment rights

- a. An employer is not required to re-employ a member if:
  - i. The member held a temporary position which was for a brief, non-recurrent period with no reasonable expectation that it would continue indefinitely or for a significant period; or
  - ii. The employer's circumstances have changed to the extent that re-employment is impossible or unreasonable, or would impose an undue hardship on the employer.
- b. The burden is on the employer to show either of the above reasons for denying re-employment to the Service Member.

E. Re-employment benefits

- a. Members shall be considered as having been on furlough or leave of absence during the period of SAD, shall be re-employed without loss of seniority, and shall be entitled to all benefits offered by the employer to other employees on furlough or leave of absence.
- b. The member cannot be discharged by the employer, without cause, within one year after re-employment.
- c. If the employer provides health insurance, an exclusion or waiting period may not be imposed on the Service Member or their dependents under the insurance plan if:
  - i. The condition arose before or during the period of military service;



- ii. An exclusion or waiting period would not otherwise have been imposed for the condition under the insurance plan; and
  
- iii. The condition was not service connected.

## **Service Member's Employment Tenure Act**

**1. Reference:** Statute: 330ILCS 60/1 et seq.

**2. Applicability.** The Act applies to active duty Service Members, Reserve Members ordered to active duty, and National Guard members ordered to active military service pursuant to orders of the President or the Governor.

**3. Summary of the law.**

A. Reemployment protection.

- a. Eligibility. A Service Member is entitled to the rights and benefits of the Act if:
  - i. The member left employment with a private employer in the State of Illinois, or employment with the State of Illinois or any political subdivision thereof;
  - ii. The member's service was characterized as honorable or satisfactory upon discharge from military service;
  - iii. The member is still qualified to perform the duties of the position or employment; and
  - iv. The member applies for re-employment within 90 days after release from military service or from hospitalization continuing after discharge for a period of not more than one year.
- b. Re-employment rights. Upon application by the member, unless the employer's circumstances have changed such that it is impossible or unreasonable to do so, the member shall be either:
  - i. Re-employed in the same position of employment which the member left, with the same increases in seniority, status, and pay which were earned by employees in like positions who were on the job when the member entered service; or



- ii. Re-employed in a position of like seniority, status, and pay, or the nearest approximation thereof if the member was disabled while on military service and is no longer physically or mentally qualified to perform the duties of the position formerly held.
- c. Re-employment benefits.
  - i. Members shall be considered as having been on furlough or leave of absence during the period of military service, shall be re-employed without loss of seniority, and shall be entitled to all benefits offered to other employees on furlough or leave of absence.
  - ii. If the employer provides health insurance, an exclusion or waiting period may not be imposed on the Service Member or their dependents under the health insurance plan if:

1. The condition arose before or during the period of military service;
2. An exclusion or waiting period would not otherwise have been imposed for the condition under the insurance plan; and
3. The condition was not service connected.

B. Employment offer protection. This is a limited protection, but it is one which neither USERRA nor the National Guard Employment Rights Law specifically addresses.

a. Eligibility

- i. The member has received an offer of employment and a start date;
- ii. The member is ordered to military duty pursuant to one of the following:
  1. Declaration of war by Congress; or
  2. By the President Under the War Powers Act; or
  3. By the Governor during a time of emergency or insurrection
- iii. And the member is ordered to duty before the employment start date.

b. Written offer. If eligible, and upon the member's request, the employer must give the member a written copy of the employment offer which includes:



- i. A statement of the offer and the start date when services were to be first performed;
  - ii. The job title or duties to be performed;
  - iii. The remuneration offered; and
  - iv. Signature of the employer.
- c. Preference for employment. Upon honorable or satisfactory completion of military service, and if still qualified to perform the duties of the position, and if the member applies for the position within 90 days after release from military service, then the member shall be given preference for immediate employment with that employer.
- d. Exceptions.
- i. If the employer's circumstances have so changed as to make it impossible or unreasonable to hire the member immediately, the member is entitled to employment preference for one year from the date the member requested employment.
  - ii. This section doesn't apply if the original offer of employment was limited to part time or temporary employment, or casual labor.
  - iii. The employer is not required to hold a job open, violate any employment law or obligation, or create additional employment.

C. Enforcement.

- a. Criminal. An employer's knowing violation of this Act is a business offense punishable by a fine of \$5,000 to \$10,000.
- b. Civil. The circuit court has power, upon filing of a complaint by the Service Member, to require compliance with the Act and to compensate the member for lost wages and benefits, reasonable attorney fees, and costs.

## Illinois Military Leave of Absence Act

### 1. References:

- A. Statute: 5ILCS 325/1 et seq.



B. Rules: 80 Ill. Admin. Code 303.170

**2. Applicability.** The Act applies to any full-time employee of the State of Illinois, a unit of local government, or a school district, who is also a member of any Reserve Component, including the Illinois National Guard.

**3. Summary of the law.**

- A. An eligible employee must be granted leave during any period actively spent in military service, and the employee's seniority and other benefits continue to accrue.
- B. The employee must continue to receive regular compensation as a public employee during leave for annual training.
- C. During leave for basic training and up to 60 days of special or advanced training, the employee must receive differential pay (i.e., regular employee compensation minus the amount of base pay received for military service).
- D. State employees who are mobilized to active duty will continue to receive State benefits and differential pay during their period of active duty service. This provision does not apply to employees of local governments or school districts, but see sections 2 through 5 below.
- E. Home rule units cannot restrict the benefits provided under this Act.
- F. Enforcement. Violation of this Act is considered to be a civil rights violation under the Illinois Human Rights Act, and the Service Member can file a complaint with the Illinois Department of Human Rights.

## **Local Government Employees Benefits Continuation Act**

**1. Reference:** Statute: 50 ILCS 140/1 et seq.

**2. Applicability.** This Act applies to any employee of a unit of local government who is also a member of any Reserve Component, including the Illinois National Guard and who is mobilized to active military duty by order of the President. Units of local government include counties, municipalities, townships, and special districts, but not school districts.

**3. Summary of the law.**

- A. An eligible employee is entitled to receive differential pay (i.e., regular employee compensation minus the amount of base pay received for military service), health



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- insurance, and other benefits they were receiving or accruing at the time of mobilization, for the duration of their active military service.
- B. The Act provides minimum benefits, and collective bargaining agreements or policies of a local governmental unit will control if those benefits are more generous.
  - C. The Act will not apply if 20% or more of the employees of a local governmental unit are mobilized to active duty.
  - D. Furthermore, home rule units with a population of 1,000,000 or more may limit or restrict benefits provided under the Act.

## **Municipal Employees Military Active Duty Act**

1. **Reference:** Statute: 50 ILCS 120/1 et seq.
2. **Applicability.** The Act applies to municipal employees who are ordered to active federal military service by order of the President, or active State military service by order of the Governor. Municipal corporations include counties, cities, school districts, park districts, and other local governmental agencies.
3. **Summary of the law.**
  - A. Employees on active military service are considered to be on furlough or leave of absence during their period of service and for 40 days thereafter. Furthermore, the employee will be restored to their position without loss of seniority, or to such other position as their civil service status would have entitled them to.
  - B. If so provided by an ordinance, resolution, rule or order of the municipality, employees are also eligible for preservation of their pension and civil service benefits while performing their military service. In this regard, the municipality may pay into the employee's pension fund, with municipal funds, the amount which would normally be deducted from the employee's salary, In addition to payment of the employee's normal contribution to the pension fund, the employee shall also receive such concurrent contributions or credits from the municipality as are provided in the resolution or ordinance creating the pension fund.

## **Public Employee Armed Services Rights Act**

1. **Reference:** Statute: 5 ILCS 330/1 et seq.
2. **Applicability.** The Act applies to any employee of the State of Illinois, a unit of local government, or a school district, who is also a member of any Reserve Component, including



the Illinois National Guard, and who is ordered to active duty military service by order of the President.

### 3. Summary of the law.

- A. The stated policy of the Act is to protect and preserve an employee's rights and benefits for the duration of the emergency until the employee's return to public employment.
- B. The Act protects the employee's insurance coverage and its automatic continuation immediately upon return to public employment.
- C. The Act protects the employee's right to promotional, employment, contractual or salary benefits, or pension rights or benefits, conferred by law, ordinance, resolution, or collective bargaining agreement in effect when the employee was ordered to active duty, or which accrued during such military service.
- D. The Act protects the employee's right to any benefits granted to similarly situated public employees which were conferred prior to or during the period of military service.
- E. Home rule units cannot restrict benefits under the Act.
- F. Enforcement. Violation of the Act is considered to be a civil rights violation of the Illinois Human Rights Act.

## Illinois School Code Sections

### 1. References:

- A. Statute: 105 ILCS 5/10-20.7b (School Board)
- B. Statute: 105 ILCS 5/34-15a (Board of Education)

**2. Applicability.** These sections apply to any employee of a school board or the State Board of Education, who is also a member of any Reserve Component, including the Illinois National Guard, and who is mobilized to active military duty by order of the President.

### 3. Summary of the law.

- A. The employee is entitled to receive differential pay (i.e., regular employee compensation minus the amount of base pay received for military service), health insurance, and other benefits they were receiving or accruing at the time of mobilization, for the duration of their active military service.



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- B. These sections provide minimum benefits, and if the provision of any collective bargaining agreement, or school board, Board of Education or district policy is more generous, then that provision shall control.
- C. These sections also specifically prohibit the loss or diminishment of any employment benefit, service credit, or status accrued at the time of mobilization.

## **Veterans' Preference in Hiring**

1. There are several state statutes granting “veterans’ preference” for employment with the State of Illinois, or on public works construction projects:
  - A. State Personnel Code. 20 ILCS 415/8b.7.
  - B. Secretary of State Merit Employment Code. 15 ILCS 310/10b.7.
  - C. Comptroller Merit Employment Code. 15 ILCS 410/10b.7.
  - D. State Treasurer Employment Code. 15 ILCS 510/9b.5.
  - E. State Universities Civil Service Act. 110 ILCS 70/36g.
  - F. Veteran’s Preference Act. 330 ILCS 55/1.
2. There are several State statutes dealing with “veterans’ preference” for employment with units of local government:
  - A. Cook County. 55 ILCS 5/3-14021.
  - B. Fire Protection Districts. 70 ILCS 705/16.08a.
  - C. Park Districts. 70 ILCS 1210/29a.
  - D. Municipal Civil Service. 65 ILCS 5/10-1-16.
3. The above citations are not intended to be exhaustive and, in fact, many veterans’ preference provisions will not be in State law. Many units of local government, and even private employers, may have veterans’ preference rules or policies, and veterans should check when applying for a position.



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# *Section IX*

## *Finance*



## **FINANCIAL**

For a deploying Service Member, family and loved ones, understanding the new pay and entitlements can be one of the most challenging parts of active duty life - especially in the beginning. This section will concentrate on providing basic information about active duty pay, financial entitlements and resources available to active duty families, and important tips on working a budget.

### **Pay and Allowances**

**Basic Pay** - All active duty Service Members receive basic pay. It is the bulk of their pay and it's based on rank and length of service. Current pay table for basic pay can be found at [www.dfas.mil](http://www.dfas.mil).

**Incentive or Special Pay** - Special pay or allowances are paid if your Service Member is exposed to increased risk or danger. Examples include Hostile Fire Pay (provided when your Service Member is in or near an area where they could be injured by enemy fire) and Flight Pay (provided to Service Members who fly).

**Basic Allowance for Housing (BAH)** - is a non-taxable allowance for housing. The amount varies and is based on your home of record, even if the Service Member is deployed out of state or out of country.

**Basic Allowance for Subsistence (BAS)** - is a non-taxable allowance for food. It is granted to all active duty members who do not eat at military mess halls or other provided facilities. BAS is a flat rate and does not rise or fall based on the number of family members you have.

### **Reading Your Leave and Earning Statement**

Your Leave and Earning Statement (LES) comes once a month and tells you how much you received in pay and allowances and how that pay was distributed. As you read your LES, please pay special attention to the following sections (if there are discrepancies, you should call your unit Military POC for assistance):

**Entitlements** - Your Service Member's pay is based on rank and service in the military. It includes basic pay and allowances and any special pay your Service Member might be entitled to.

**Deductions** - These include your taxes and any allotments made toward benefits (e.g. dental, Service Members Group Life Insurance (SGLI), State Sponsored Life Insurance (SSLI) etc.)

**Allotments** - Included in this section will be allotments you make to family, creditors, child/spousal support, etc.



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**Garnishment** - DFAS Cleveland processes all court ordered garnishment for child support, alimony and commercial debts for all military members and all civilian employees paid by DFAS, plus court ordered divisions of military retired pay under the Uniformed Services Former Spouses' Protection Act.

See the following website for more information:

<http://www.dfas.mil/>

## **Emergency Financial Resources**

If you experience a problem with your pay or a temporary challenge in meeting financial commitments, there may be resources for assistance:

If you are on active duty for 30 days or more, contact your local Family Support Office to acquire if your Service Member's branch of service has an Emergency Relief Fund/Agency available. Any Family Support Office regardless of branch or component can assist with information. If you do not live near a Military Base, contact your local American Red Cross Armed Forces Emergency Services office.

## **Keys to Successful Financial Management during a Deployment**

Taking the time to plan simple actions in the area of your finances will pay large dividends in the end. One of the most essential aspects of successful financial management is knowing exactly where your money is coming from, how much is coming in, and where it is going. Take a few minutes and go through your finances. Then, you can make well-planned, proactive decisions on what you need during the deployment.

**Your Income** - the money that comes to you on a regular basis. This includes you basic pay and all allowances (subsistence, housing, flight pay, etc.). Be sure to include everything - including any on-going assistance provided by your civilian employer.

**Your Expenses** - There are two types of expenses:

- **Fixed** - These are your expenses that reoccur on a consistent basis (Examples: Rent/mortgage, credit cards, child support, taxes).
- **Variable** - These are items that are required but their amounts vary with each purchase (examples: food, entertainment, telephone, utilities).

Keep track of your daily expenses over the period of a month's time. Remember to list everything because even small expenditures - like a \$1.00 bridge toll or a \$2.99 video rental - make an impact on your budget!!



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**Review Your Spending** - If you are spending more than you take in or making use of credit cards and adding to their monthly balance instead of paying them off, it might be time to look for ways to save.

## **Savings Deposit Program (SDP) for combat zone duty**

### **1. What is the Savings Deposit Program?**

The Savings Deposit Program (SDP) was established to provide members of the Uniformed Services a place to deposit money for savings purposes. Unlike the Thrift Savings Plan, SDP is available only to those serving in designated combat zones. SDP allows military members deployed in combat zones to deposit all or part of their un-allotted pay into a DOD savings account up to \$10,000.00. Interest accrues on the account at an annual rate of 10% (per Executive Order 11298) and compounds quarterly.

Although Federal income earned in hazardous duty zones is tax-free, interest accrued on earnings deposited into the SDP is taxable. Members can designate the allotment amount in five-dollar increments (e.g. \$115, not \$113).

### **2. Who is eligible?**

Service members must be receiving Hostile Fire/Imminent Danger Pay (HFP/IDP) and serving in a designated combat zone or in direct support of a combat zone for more than 30 consecutive days or for at least one day for each of three consecutive months. Currently all the countries involved in Operation Enduring Freedom/Iraqi Freedom are designated SDP areas – included Iraq, Afghanistan and virtually the entire Persian Gulf region.

### **3. How does a Service Member make a deposit?**

Service members use the program by making deposits with their servicing finance battalion. Service members may begin making deposits on their 31st consecutive day in the designated area. Eligibility to make deposits terminates on the date of departure from theater. Active duty members may make deposits by cash, personal check, traveler's check, money order or allotment. Reserve component members may make deposits by cash, personal check or money order only. Standing policies regarding personal check acceptance and regulatory restrictions regarding number and type of allotments apply.

### **4. Can a Service Member designate someone else to make deposits?**

Yes. An agent may make a deposit using a special power of attorney. The special power of attorney must reflect the action the agent is attempting (e.g. if starting a SDP allotment must give authority to start, stop or change allotments; if depositing cash, traveler's check or money order must give authority to receive Treasury checks and/or make deposits). Agents may not deposit personal checks on behalf of a service member. The Enclosure provided is for that purpose.



## **5. How does interest accrue?**

Deposited funds will accrue interest at 10% per annum, compounded quarterly, based on calendar year. Interest only accrues on amounts up to \$10,000 (principal and accrued interest combined).

Eligibility for SDP stops on the day of departure; however, interest will continue to accrue up to 90 days after redeployment. If the service member requests withdrawal of funds prior to the 90th day, interest stops on date of request. Since the IRS considers SDP interest unearned income the interest is taxable even though the soldier is located in a combat zone tax exempt (CZTE) area.

## **6. How does a Service Member make a withdrawal?**

Deposits may be discontinued at any time. Generally, withdrawals may only be made upon termination of eligibility for the program. Withdrawals of this type must be for the entire sum of the deposit account. Defense Finance & Accounting Service (DFAS) will post the SDP balance of active component members to their Leave and Earnings Statement (LES).

To receive funds, mail or fax a written request to the address below. Include the following: name, social security number, branch of service, component (e.g. active or reserve), start and stop date of tour in eligible area, and amount requested. Active duty members will automatically receive their payment via electronic funds transfer (EFT) to the same account as their normal monthly pay.

DFAS- Cleveland Center (DFAS-CL)  
ATTN:Code FMAA  
1240East 9<sup>th</sup> Street  
Cleveland, OH 44199-2055

Questions regarding SDP withdrawal requests should be directed to the following phone numbers: Toll Free (stateside only) 1-800-624-7368



## Filing Taxes When a Service Member Is Deployed

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Filing state and federal income taxes may be the last thing you want to deal with right now, especially if you or your service member is deployed. But as overwhelming as it may seem, filing your tax return should not be difficult. The Internal Revenue Service has recognized that service members and their families often face special circumstances, and has put in place ways to make this annual obligation less of a burden.

### Getting started

If you are a service member or are filing on behalf of one, there are a few things you should know before getting started.

***File returns in your permanent home state.*** If you are stationed somewhere other than your permanent home address, in most cases you will still pay state taxes to your home state. For instance, if your address of record is in Kansas, but you are stationed in California, you will file state taxes with Kansas. Spouses working outside their home of record in most cases will also have to file a state tax return for the state in which they are employed.

***Access your tax statement online.*** As a member of the Armed Forces, you can view and print out your W2 form before it is mailed to you. Go to myPay at <https://mypay.dfas.mil>. You will need your personal identification number (PIN) to access your W2 form.

***Be sure to have power of attorney if filing for a deployed service member.*** Attach a copy of your power of attorney to your tax return. You may use IRS Form 2848, Power of Attorney and Declaration of Representative. The form can be found at <http://www.irs.gov/pub/irs-pdf/f2848.pdf>.

***Find answers to your questions on the IRS Web site.*** The IRS has a detailed tax guide for members of the Armed Forces at <http://www.irs.gov/publications/p3/index.html>.

### Combat zone and hazardous duty deadline extensions

The IRS extends filing deadlines for members of the Armed Forces for the following reasons: *You or your spouse are serving in a combat zone or in direct support of those in the combat zone and receive hostile fire or imminent danger pay.* The deadline for filing income taxes is 180 days after your last day in the combat zone or hazardous duty area. Go to <http://www.irs.gov/newsroom/article/0,,id=108331,00.html> to see a list of combat zones. In addition to the 180 days, the extension includes the number of days left in the filing period when you entered the combat zone or hazardous duty area. The filing period is January 1 through April 15. So, if you or your spouse entered the combat zone on March 31, you would add 15 days to your 180-day tax filing extension.



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*You or your spouse is hospitalized outside of the United States as a result of injuries suffered in a combat zone or hazardous duty area.* The deadline is 180 days after discharge from the hospital. Note that the extension does not apply to the spouse if the service member is hospitalized in the United States.

Your command will have notified the IRS of your deployment to a combat zone but you may want to notify the IRS directly through its special e-mail address. E-mail the deployed member's name, stateside address, date of birth, and date of deployment to [combatzone@irs.gov](mailto:combatzone@irs.gov) or call the IRS main helpline at 800-829-1040. If the IRS sends a notice regarding a collection or examination, return it to the IRS with the words, "Combat Zone" and the deployment date in red at the top of the notice so the IRS will suspend the action. Write, "Combat Zone" on the envelope as well.

### **Getting help with your taxes**

Service members and their families can get help at many installations through the Voluntary Income Tax Assistance program (VITA). Check with your legal center to see if this service is available at your installation. VITA volunteers will help you file your taxes free of charge. Go as early before the filing deadline as possible to avoid long lines. If you decide to see a private tax preparer, make sure he or she is familiar with the IRS Armed Forces' Tax Guide and has experience filing returns for service members and their dependents. When you go, bring the following with you:

- Military ID
- All W-2 and 1099 forms
- Social Security cards for all family members
- Deductions and credit information
- Bank account and routing numbers (if you choose to receive your refund by direct deposit)
- Receipts for child care expenses
- Last year's tax return, if available
- Special power of attorney authorizing you to do business on behalf of the deployed service member
- Before sending in your completed tax forms, double-check your figures and make sure all Social Security numbers are entered correctly. And remember, unless you qualify for an extension, the filing deadline for federal income taxes is April 15. Filing deadlines vary from state to state so check with the local county tax office for the filing deadline in your state.

### **Resources**

#### **Your installation's support services**

Depending on your service branch, your Fleet and Family Support Center, Marine Corps



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Community Services, Airman and Family Readiness Center, or Army Community Service Center can provide you with information and support.

## **Military OneSource**

This free 24-hour service, provided by the Department of Defense, is available to all active duty, Guard, and Reserve members and their families. Consultants provide information and make referrals on a wide range of issues. You can reach the program by telephone at 1-800-342-9647 or through the Web site at <http://www.militaryonesource.com>.

## **How to read a Leave and Earning Statement (LES)**

This is a guide to help you understand your Leave and Earnings Statement (LES). The LES is a comprehensive statement of a member's leave and earnings showing your entitlements, deductions, allotments (fields not used for Reserve and National Guard members), leave information, tax withholding information, and Thrift Savings Plan (TSP) information. Your most recent LES can be found 24 hours a day on *myPay*.

If members receive Career Sea Pay, the Sea Service Counter will still be displayed in the remark portion of the LES. The LES remains one page in length. Verify and keep your LES each month. If your pay varies significantly and you don't understand why, or if you have any questions after reading this publication, consult with your disbursing/finance office.

### **Fields 1 through 9 contain the identification portion of the LES.**

- 1 - NAME.** The member's name in last, first, middle initial format.
- 2 - SOC. SEC. NO.** The member's Social Security Number.
- 3 - GRADE.** The member's current pay grade.
- 4 - PAY DATE.** The date the member entered active duty for pay purposes in YYMMDD format. This is synonymous with the Pay Entry Base Date (PEBD).
- 5 - YRS SVC.** In two digits, the actual years of creditable service.
- 6 - ETS.** The Expiration Term of Service in YYMMDD format. This is synonymous with the Expiration of Active Obligated Service (EAOS).
- 7 - BRANCH.** This field reflects branch of service OR program which the service member is enrolled.
- 8 - ADSN/DSSN.** The Disbursing Station Symbol Number used to identify each disbursing/finance office.
- 9 - PERIOD COVERED.** This field will show the "Check Date" for Reserve or National Guard members.

### **Fields 10 through 22 contain the entitlements, deductions, allotments, their respective totals, a mathematical summary portion and date initially entered military service.**

**10 - ENTITLEMENTS.** In columnar style the names of the entitlements and allowances being paid. Space is allocated for fifteen entitlements and/or allowances. If more than fifteen are



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present the overflow will be printed in the remarks block. Any retroactive entitlements and/or allowances will be added to like entitlements and/or allowances.

**11 - DEDUCTIONS.** The description of the deductions is listed in columnar style. This includes items such as taxes, SGLI and dependent dental plan. Space is allocated for fifteen deductions. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive deductions will be added to like deductions.

**12 - ALLOTMENTS.** Reservist and National Guard do not have allotments.

**13 - AMT FWD.** The amount of all unpaid pay and allowances due from the prior LES.

**14 - TOT ENT.** The figure from Field 20 that is the total of all entitlements and/or allowances listed.

**15 - TOT DED.** The figure from Field 21 that is the total of all deductions.

**16 - TOT ALMT.** Reservist and National Guard do not have allotments.

**17 - NET AMT.** The dollar value of all unpaid pay and allowances, plus total entitlements and/or allowances, minus deductions due on the current LES.

**18 - CR FWD.** The dollar value of all unpaid pay and allowances due to reflect on the next LES as the +AMT FWD.

**19 - EOM PAY.** The actual amount of the payment to be paid to the member on that specific payday.

**Fields 20 through 22 - TOTAL.** The total amounts for the entitlements and/or allowances, and deductions respectively. Fields 23 and 24 are NOT used by Reserve and National Guard members. Fields 25 through 32 contain leave information.

**25 - BF BAL.** The brought forward leave balance. Balance may be at the beginning of the fiscal year, or when active duty began, or the day after the member was paid Lump Sum Leave (LSL).

**26 - ERND.** The cumulative amount of leave earned in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year. Normally increases by 2.5 days each month.

**27 - USED.** The cumulative amount of leave used in the current fiscal year or current term of enlistment if member reenlisted/extended since the beginning of the fiscal year.

**28 - CR BAL.** The current leave balance as of the end of the period covered by the LES.

**29 - ETS BAL.** The projected leave balance to the member's Expiration Term of Service (ETS).

**30 - LV LOST.** The number of days of leave that has been lost.

**31 - LV PAID.** The number of days of leave paid to date.

**32 - USE/LOSE.** The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage.

**Fields 33 through 38 contain Federal Tax withholding information.**

**33 - WAGE PERIOD.** The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).

**34 - WAGE YTD.** The money earned year-to-date that is subject to FITW.

**35 - M/S.** The marital status used to compute the FITW.



**36 - EX.** The number of exemptions used to compute the FITW.

**37 - ADD'L TAX.** The member specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions.

**38 - TAX YTD.** The cumulative total of FITW withheld throughout the calendar year.

**Fields 39 through 43 contain Federal Insurance Contributions Act (FICA) information.**

**39 - WAGE PERIOD.** The amount of money earned this LES period that is subject to FICA.

**40 - SOC WAGE YTD.** The wages earned year-to-date that are subject to FICA.

**41 - SOC TAX YTD.** Cumulative total of FICA withheld throughout the calendar year.

**42 - MED WAGE YTD.** The wages earned year-to-date that are subject to Medicare.

**43 - MED TAX YTD.** Cumulative total of Medicare taxes paid year-to-date.

**Fields 44 through 49 contain State Tax information.**

**44 - ST.** The two digit postal abbreviation for the state the member elected.

**45 - WAGE PERIOD.** The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).

**46 - WAGE YTD.** The money earned year-to-date that is subject to SITW.

**47 - M/S.** The marital status used to compute the SITW.

**48 - EX.** The number of exemptions used to compute the SITW.

**49 - TAX YTD.** The cumulative total of SITW withheld throughout the calendar year.

**Fields 50 through 62 contain additional Pay Data.**

**50 - BAQ TYPE.** The member's type of Basic Allowance for Quarters status.

- W/O DEP - Member without dependents.
- W DEP - Member with dependents.
- WDAGQT - Member with dependents assigned government quarters.

**51 - BAQ DEPN.** Indicates the type of dependent.

- Spouse
- Child
- Parent
- Grandfathered
- Member married to member/own right
- Ward of the court
- Parents in Law
- Own right
- Student (age 21-22)
- Handicapped child over age 21
- Member married to member, child under 21
- No dependents
- N/A



**52 - VHA ZIP.** The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.

**53 - RENT AMT.** The amount of rent paid for housing if applicable.

**54 - SHARE.** The number of people with which the member shares housing costs.

**55 - STAT.** The VHA status; i.e., accompanied or unaccompanied.

**56 - JFTR.** The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.

**57 - DEPNS.** The number of dependents the member has for COLA purposes.

**58 - 2D JFTR.** The JFTR code based on the location of the member's dependents for COLA purposes.

**59 - BAS TYPE**

- STAND - Separate Rations
- (blank) - Rations-in-kind not available
- OFFIC - Officer Rations

**60 - CHARITY YTD.** The cumulative amount of charitable contributions for the calendar year.

**61 - TPC.** This field is not used by the Active Component.

Army Reserves and National Guard use this field to identify Training Program Codes.

- A - Normal pay status code for a regular service member on regular duty.
- C - Funeral Honors Duty.
- M - Annual training tours over 30 days.
- N - Death.
- O - Training for HPSP, ROTC, and Special ADT over 30 days.
- T - ADT over 29 days. (School)
- U - Undergraduate pilot training, in-grade pilot, navigator, and advance flying training officers.
- X - Stipend Tour of HPIP participants or subsistence for ROTC participants.
- Z - Administrative and support training (exclusive of recruiting).

**62 - PACIDN.** The activity Unit Identification Code (UIC).

**Fields 63 through 75 contain Thrift Savings Plan (TSP) information/data.**

**63 - BASE PAY RATE.** The percentage of base pay elected for TSP contributions.

**64 - BASE PAY CURRENT.** The amount of Base Pay withheld for TSP from current pay entitlement

**65 - SPECIAL PAY RATE.** The percentage of Specialty Pay elected for TSP contribution.

**66 - SPECIAL PAY CURRENT.** The amount of Special Pay withheld for TSP from current pay entitlement.

**67 - INCENTIVE PAY RATE.** Percentage of Incentive Pay elected towards TSP contribution.

**68 - INCENTIVE PAY CURRENT.** The amount of Incentive Pay withheld for TSP from current pay entitlement.

**69 - BONUS PAY RATE.** The percentage of Bonus Pay elected towards TSP contribution.

**70 - BONUS PAY CURRENT.** The amount of Bonus Pay withheld for TSP from current pay entitlement.

**71 - Reserved for future use.**



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**72 - TSP YTD DEDUCTION (TSP YEAR TO DATE DEDUCTION):** Dollar amount of TSP contributions deducted for the year.

**73 - DEFERRED:** Dollar amount of pay elected to be deferred during the tax year.

**74 - EXEMPT:** Dollar amount of TSP contributions that are reported as tax exempt to the Internal Revenue Service (IRS).

**75 -** Reserved for future use.

**76 - REMARKS.** Notices of starts, stops and changes to a member's pay items as well as general notices from varying levels of command may appear.

**77 - YTD ENTITLE.** The cumulative total of all entitlements for the calendar year.

**78 - YTD DEDUCT.** The cumulative total of all deductions for the calendar year.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																					
ID	NAME (LAST, FIRST, MI)				SOC. SEC. NO.		GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED								
	1				2		3	4	5	6	7	8	9								
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY									
TYPE		AMOUNT		TYPE		AMOUNT		TYPE		AMOUNT		+ AMT FWD		13							
A B C D E F G H I J K L M N O	10				11				12				+ TOT ENT		14						
													- TOT DED		15						
													- TOT ALMT		16						
													= NET AMT		17						
													- CR FWD		18						
													= EOM PAY		19						
													DIEMS		24						
													RET PLAN								
	TOTAL		20		21				22				23		24						
	LEAVE		BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE	FED TAXES		WAGE PERIOD	WAGE YTD	M/S	EX	ADD'L TAX	TAX YTD			
		25	26	27	28	29	30	31	32	33		34	35	36	37	38					
FICA TAXES		WAGE PERIOD		SOC WAGE YTD		SOC TAX YTD		MED WAGE YTD		MED TAX YTD		STATE TAXES		ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD		
		39		40		41		42		43		44		45	46	47	48	49			
PAY DATA		BAQ TYPE		BAQ DEPN	VHA ZIP	RENT AMT	SHARE	STAT	JFTR	DEPNS	2D JFTR	BAS TYPE		CHARITY YTD		TPC	PACIDN				
		50		51	52	53	54	55	56	57	58	59		60		61	62				
Thrift Savings Plan (TSP)		BASE PAY RATE		BASE PAY CURRENT		SPEC PAY RATE		SPEC PAY CURRENT		INC PAY RATE		INC PAY CURRENT		BONUS PAY RATE		BONUS PAY CURRENT					
		63		64		65		66		67		68		69		70					
		CURRENTLY NOT USED		TSP YTD DEDUCTIONS		DEFERRED		EXEMPT		CURRENTLY NOT USED		71		72		73		74		75	
REMARKS		YTD ENTITLE				YTD DEDUCT															
76		77				78															

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## **myPAY**

myPay puts you in control. myPay, formerly E/MSS, offers faster enhanced services, security, accessibility and reliability to all customers of DFAS worldwide.

With myPay, you can:

- View, print, and save leave and earnings statements
- View and print tax statements
- Change federal and state tax withholdings
- Update bank account and electronic fund transfer information
- Manage allotments
- Make address changes
- Purchase U.S. Savings Bonds
- View and print travel vouchers
- Control Thrift Savings Plan enrollment

Features may vary by Armed Service and status. myPay is easier than ever myPay's new design helps you find the information and complete the transactions you want in just three clicks. Available nearly around the clock, myPay means no waiting in lines or holding on the phone. With clear confirmation messages, myPay means confidence in knowing your pay is going where it should, when it should. myPay combines strong encryption and secure socket layer (SSL) technology with your social security number (SSN) and personal identification number (PIN) to safeguard your information from any unauthorized access.

### **Start using myPay now**

Use your existing E/MSS PIN to log on at <https://mypay.dfas.mil>.

Need a new PIN?

- Civilians, active Air Force and Marine Corps, all Reservists, and military retirees receive PINs by mail. If you need a new PIN, just click "need new PIN." Log on once you receive your PIN in the mail.
- Active Army and Navy may request PINs by faxing name, social security number, phone number, signature, and copy of a government ID to DFAS at 216 522.5800. Then, log on following the instructions provided.

### **myPay Restricted Access Pin**

By providing your myPay PIN to others, you are allowing access to your valuable financial information and leaving yourself extremely vulnerable to identity theft and fraud. DFAS has created the opportunity for Service Members to provide a trusted family member a restricted access PIN - this allows that person to only view the information in the account without making



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adjustments or changes. This option was created mainly for deployed members, but everyone using myPay has access to this option. To access this option, log onto myPay, select Personal Settings Page and then select "Restrict Access PIN". Meanwhile, if you have disclosed your PIN to anyone who is unauthorized to have it, immediately log onto myPay and change your current PIN. You can change your PIN at any time by clicking on the "Change PIN" option on the Personal Settings page. You must enter your new PIN twice.





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# *Section X*

# *Appendix*



# CHECKLISTS

## Preparing for Deployment

	<b>MEDICAL</b>	Yes	No
1	Are all immunizations for myself and my family members up-to-date?		
2	Do I know where my medical and dental records are kept? Where? _____		
3	Do I know where medical and dental records for my family members are kept? Where? _____		
4	Do I know how to get medical assistance if it is needed?		
5	Do I have one or more reliable sitters for absences or emergencies?		
	<b>FINANCE</b>		
1	Will I have my money available to me on a continuing basis during my Service Member's absence?		
2	Has my Service Member initiated an allotment to be sent to me or directly to the bank monthly?		
3	Will the allotment provide me with enough money to buy all the necessities needed to maintain a household?		
4	Do I know the address of banks where we have money?		
5	Do I know the account numbers and types of accounts that we have?		
6	Do I know the location of our bank books (checking and savings)?		
7	Do we have a safe deposit box?		
a	Do I know where the key is for the safe deposit box if applicable?		
8	Do I know where each of our credit cards is located?		
a	Are the numbers logged and kept in a safe place?		
b	Do I know the company address for each so I can notify them immediately if lost?		
9	Am I prepared to take complete control over our checking account(s)?		
10	Do I know all payments that must be made to whom (account numbers, addresses, phone numbers) and when for the following:		
a	Mortgage/Rent:		
b	Telephone Home:		
c	Telephone Cell:		
d	Electricity:		
e	Trash Collection:		
f	Water Bill:		
g	Gas/Fuel for heating:		
h	Cable/Satellite Television:		
i	Vehicle Loan:		



j	Vehicle Loan:		
k	Credit Card:		
l	Credit Card:		
m	Credit Card:		
n	Insurance homeowners/renter:		
o	Insurance Life:		
p	Insurance Vehicle:		
q	Taxes property:		
r	Taxes Income:		
s	Other debts:		
11	Do I know whom to contact in case of a problem with pay?		
a	Name and Phone Number		
b	Do you have access to myPay website?		
c	Does your authorized agent have access to myPay website?		
	https:\\mypay.dfas.mil		
	<b>Automobile/Transportation</b>		
1	If the vehicle(s) is/are financed, do you know the name and address of the loan company?		
2	Do I have the title papers or know their location?		
3	Do I have and know where the vehicle's registration is located?		
4	Do I know where the vehicle's insurance policy is located?		
5	Is your vehicle insurance current?		
6	Do I know the renewal date for the license plate?		
7	Is your license plate current?		
8	Do I know when to renew the inspection sticker if applicable?		
9	Is your inspection current?		
10	Do I have a valid car or truck state driver's license?		
a	When does it expire?		
11	Is your car or truck in good operating condition?		
12	If it needs repairs, who is the mechanic?		
13	Is there a duplicate set of keys?		
a	Where is the duplicate key(s) located?		
	<b>Legal/Administrative</b>		
1	Are my family's ID Cards up-to-date and valid until after the Service Member returns?		
2	Do I know where and how to obtain new ID Cards?		
3	Should my Service Member execute a general or special power of attorney so I can take necessary action on important family matters during his/her absence?		



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4	Do I know where the general/special power of attorney is kept?		
5	Do I have birth certificates for myself and my family?		
6	Do I have a copy of our marriage certificate?		
7	Do I have copies of any adoption papers and where are they kept?		
8	Do I have a Social Security card for each family member?		
9	Do I have copies of our federal and state tax records?		
10	Do I know where all of our insurance policies are kept?		
11	Do I know where any stocks, bonds or other securities that we own are kept?		
12	Do I know where any deeds are kept?		
13	Have I safeguarded all of our important papers?		
14	Do my Service Member and I have up-to-date wills?		
a	Do I know where the originals are kept?		
	<b>Children's School/Day Care Provider</b>		
1	Have you notified your children's School Counselor/Day Care Provider?		
2	Are they aware of the Illinois National Guard Education Outreach Booklet and Brief for Educators?		
3	Does your children's School Counselor/Day Care Provider know who to contact with questions to assist your child?		



## Important Document File

It is very important for the military family to keep copies of important documents and other valuable information in a safe place. It is equally important that the spouses or Power of Attorney jointly organize this file so that each knows how and where to find the documents when they are needed.

Please sit down with your husband/wife/significant other/parent and gather this information and these documents. The hour you spend going over this will save you time later on. Keep the following documents in a special container that you can definitely find immediately.

At a minimum, the following documents should be included:

	Document Type	Location
1	Marriage Certificate	
2	Birth Certificates for each Family Member	
3	Citizenship Papers, if applicable	
4	Adoption Papers, if applicable	
5	Passports, if applicable	
6	List of Social Security Numbers for each Family Member	
7	Shot records (up-to-date) for each Family Member	
8	Powers of Attorney	
9	Wills	
10	Guardianship Papers for Minors	
11	Insurance Policies*	
12	Current address and phone numbers of all members of immediate families of Service Member and Spouse	
13	Vehicle Title(s)	
14	List of Credit Cards and account numbers	
15	List of all bonds and stocks	
16	Court orders for divorce, child custody	
17	Real estate documents (leases, deed, mortgage(s), promissory note(s))	
18	Copies of all sales, installment, finance contracts/agreements	
19	ID Cards for Family Members 10 and older	
20	Nine copies of orders	



## *A Guide for Getting your Affairs in Order*

### **Personal Information**

Full Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Current Home Address \_\_\_\_\_  
\_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Name of Employer \_\_\_\_\_

Supervisor's Name & Phone Number \_\_\_\_\_

Prior Address \_\_\_\_\_  
\_\_\_\_\_

Marital Status:  Married  Divorced  Widowed  Single  
 Separated

Date, County, and State of Marriage \_\_\_\_\_

Location of Marriage Certificate \_\_\_\_\_

Date and County, State of Divorce \_\_\_\_\_

Name and Address of Divorce Attorney \_\_\_\_\_  
\_\_\_\_\_

Location of Divorce Decree \_\_\_\_\_

If Married, Name of Spouse to include maiden name \_\_\_\_\_  
\_\_\_\_\_

Employer Name & Phone Number \_\_\_\_\_



**Personal Information: Registry of Children**

Given Name	
Date of Birth	
Place of Birth	
Social Security Number	
Current Address	

Given Name	
Date of Birth	
Place of Birth	
Social Security Number	
Current Address	

Given Name	
Date of Birth	
Place of Birth	
Social Security Number	
Current Address	

Given Name	
Date of Birth	
Place of Birth	
Social Security Number	
Current Address	



### Personal Information: Registry of Children

Given Name	
Date of Birth	
Place of Birth	
Social Security Number	
Current Address	

Given Name	
Date of Birth	
Place of Birth	
Social Security Number	
Current Address	

Given Name	
Date of Birth	
Place of Birth	
Social Security Number	
Current Address	

Given Name	
Date of Birth	
Place of Birth	
Social Security Number	
Current Address	



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### Personal Information: Registry of Grandchildren

Given Name	Date of Birth
Date of Birth	
Place of Birth	
Parents and Current Address	

Given Name	Date of Birth
Date of Birth	
Place of Birth	
Parents and Current Address	

Given Name	Date of Birth
Date of Birth	
Place of Birth	
Parents and Current Address	

Given Name	Date of Birth
Date of Birth	
Place of Birth	
Parents and Current Address	

Given Name	Date of Birth
Date of Birth	
Place of Birth	
Parents and Current Address	



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### Personal Information: Registry of Grandchildren

Given Name	Date of Birth
Date of Birth	
Place of Birth	
Parents and Current Address	

Given Name	Date of Birth
Date of Birth	
Place of Birth	
Parents and Current Address	

Given Name	Date of Birth
Date of Birth	
Place of Birth	
Parents and Current Address	

Given Name	Date of Birth
Date of Birth	
Place of Birth	
Parents and Current Address	

Given Name	Date of Birth
Date of Birth	
Place of Birth	
Parents and Current Address	



**Personal Information: Husband's Family**

Name of Father \_\_\_\_\_

Social Security Number \_\_\_\_\_

May need for requesting documents.

Current Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Employer Name & Phone Number \_\_\_\_\_

Name of Mother \_\_\_\_\_

Social Security Number \_\_\_\_\_

May need for requesting documents.

Current Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Employer Name & Phone Number \_\_\_\_\_

**Registry of Brothers and Sisters**

Given Name	
Date of Birth	
Place of Birth	
Spouses Name	
Date of Birth	
Place of Birth	
Current Address	



**Registry of Brothers and Sisters**

Given Name	
Date of Birth	
Place of Birth	
Spouses Name	
Date of Birth	
Place of Birth	
Current Address	

Given Name	
Date of Birth	
Place of Birth	
Spouses Name	
Date of Birth	
Place of Birth	
Current Address	

Given Name	
Date of Birth	
Place of Birth	
Spouses Name	
Date of Birth	
Place of Birth	
Current Address	

Given Name	
Date of Birth	
Place of Birth	
Spouses Name	
Date of Birth	
Place of Birth	
Current Address	



**Personal Information: Wife's Family**

Name of Father \_\_\_\_\_

Social Security Number \_\_\_\_\_

May need for requesting documents.

Current Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Employer Name & Phone Number \_\_\_\_\_

\_\_\_\_\_

Name of Mother \_\_\_\_\_

Social Security Number \_\_\_\_\_

May need for requesting documents.

Current Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Employer Name & Phone Number \_\_\_\_\_

\_\_\_\_\_

**Registry of Brothers and Sisters**

Given Name	
Date of Birth	
Place of Birth	
Spouses Name	
Date of Birth	
Place of Birth	
Current Address	



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### Registry of Brothers and Sisters

Given Name	
Date of Birth	
Place of Birth	
Spouses Name	
Date of Birth	
Place of Birth	
Current Address	

Given Name	
Date of Birth	
Place of Birth	
Spouses Name	
Date of Birth	
Place of Birth	
Current Address	

Given Name	
Date of Birth	
Place of Birth	
Spouses Name	
Date of Birth	
Place of Birth	
Current Address	

Given Name	
Date of Birth	
Place of Birth	
Spouses Name	
Date of Birth	
Place of Birth	
Current Address	



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**In Case of Emergency, these are the people that need to be notified.**

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

---

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

---

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

---

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

---



**Important Business and Personal Contacts to be notified**

Service Members Immediate Supervisor Name \_\_\_\_\_

Office Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

---

Spouses Immediate Supervisor Name \_\_\_\_\_

Office Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

---

Attorney's Name \_\_\_\_\_

Office Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

---

Personal Physician Name \_\_\_\_\_

Office Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

---

Dentist Name \_\_\_\_\_

Office Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

---

Accountant Name \_\_\_\_\_

Office Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

---

Insurance Agent Name \_\_\_\_\_

Office Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

---

Banker Name \_\_\_\_\_

Office Phone \_\_\_\_\_ Other Phone \_\_\_\_\_



### Personal Finance Information

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Checking Account Number \_\_\_\_\_ Joint YES NO

Savings Account Number \_\_\_\_\_ Joint YES NO

---

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Checking Account Number \_\_\_\_\_ Joint YES NO

Savings Account Number \_\_\_\_\_ Joint YES NO

---

Certificate of Deposit Number \_\_\_\_\_

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

---

Certificate of Deposit Number \_\_\_\_\_

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_



**Personal Finance Information**

Safe Deposit Box Number \_\_\_\_\_

Address of Bank/Branch \_\_\_\_\_

\_\_\_\_\_

Safe Deposit Box is accessible by \_\_\_\_\_

\_\_\_\_\_

Key is kept at \_\_\_\_\_

\_\_\_\_\_

Investment/Stock Portfolio is located at \_\_\_\_\_

\_\_\_\_\_

Bonds Portfolio is located at \_\_\_\_\_

\_\_\_\_\_

IRA Certificate and file are located at \_\_\_\_\_

\_\_\_\_\_

401K Retirement file is located at \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Credit Card Accounts**

Name(s) on Account \_\_\_\_\_

Account Number \_\_\_\_\_

Issued by \_\_\_\_\_ Account Balance Insured YES NO

\_\_\_\_\_



### Credit Card Accounts

Name(s) on Account \_\_\_\_\_

Account Number \_\_\_\_\_

Issued by \_\_\_\_\_ Account Balance Insured YES NO

Name(s) on Account \_\_\_\_\_

Account Number \_\_\_\_\_

Issued by \_\_\_\_\_ Account Balance Insured YES NO

### Real Estate

Know what to do or who to call if something in your home breaks down. Untested plumbers, roofers, or repair contractors can be very costly. Your local FAC can also assist with local contractors who are willing to help military families.

Before you deploy, give your home a security check inside and out. This should include testing (or installing) smoke alarms, and checking door and window locks, as well as outdoor lights or motion detectors, trimming bushes away from home.

- We/I own the property located at \_\_\_\_\_
- Mortgage on the property is held by \_\_\_\_\_
- Address \_\_\_\_\_
- Monthly payments \_\_\_\_\_
- Principle Balance of Mortgage Loan \_\_\_\_\_
- Value of Property \_\_\_\_\_
- Property Taxes paid through (due date)? \_\_\_\_\_
- Escrowed in Mortgage Payment \_\_\_\_\_
- Homeowners Insurance held by \_\_\_\_\_
- Escrowed in Mortgage Payment \_\_\_\_\_



We/I own other real estate at: (List addresses and some detail on property.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Summary of My Employee Benefits**

Health Insurance coverage is for \_\_\_\_Self \_\_\_\_Family.

Coverage is with\_\_\_\_\_

Policy Number\_\_\_\_\_

Customer Service Contact Number\_\_\_\_\_

**Life Insurance (1)**

Life Insurance Covers Who\_\_\_\_\_

Life Insurance Company\_\_\_\_\_

Policy Number\_\_\_\_\_

Amount of Coverage\_\_\_\_\_

Beneficiary Declared on Policy    YES    NO                      Beneficiary is aware    YES    NO

**Life Insurance (2)**

Life Insurance Covers Who\_\_\_\_\_

Life Insurance Company\_\_\_\_\_

Policy Number\_\_\_\_\_

Amount of Coverage\_\_\_\_\_

Beneficiary Declared on Policy    YES    NO                      Beneficiary is aware    YES    NO



**Summary of My Employee Benefits (con't)**

I am enrolled in other employee sponsored supplemental insurance plan(s) YES NO

Plan Type\_\_\_\_\_

Plan Type\_\_\_\_\_

---

**Leave (Vacation) Balance/Leave Program**

As of \_\_\_\_\_ date, \_\_\_\_\_

has \_\_\_\_\_ hour(s)/week(s) of Annual Leave and \_\_\_\_\_ hour(s) of Sick Leave.

Are you a member of a Medical Leave Sharing Program YES NO

Beneficiary Name\_\_\_\_\_

He/She is aware of this designation YES NO

---

**Investment Plans**

Thrift Savings Plan (TSP) YES NO If yes, approximate balance\_\_\_\_\_

Designation of Beneficiary on file YES NO

Beneficiary Name\_\_\_\_\_

He/She is aware of this designation YES NO

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Civilian Employer Retirement Plan YES NO If yes, approximate balance\_\_\_\_\_

Designation of Beneficiary on file YES NO

Beneficiary Name\_\_\_\_\_

He/She is aware of this designation YES NO



**Retirement**

Federal Employee    YES    NO

If Federal Employee, which plan are you under

\_\_\_\_\_ Civil Service Retirement System (CSRS)

\_\_\_\_\_ Federal Employees Retirement System (FERS)

\_\_\_\_\_ Other \_\_\_\_\_

Are you eligible for retirement as of:

Due to prior military service or federal service, I have been advised that I may need to pay either a deposit or a re-deposit to fully receive credit for that service.    YES    NO

If death occurs before retirement, your spouse is aware that he/she may be eligible for a survivor annuity?    YES    NO

Additional Retirement Benefit \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Additional Insurance Information**

Type of Insurance	
Insurance Company	
Policy Number	
Amount of Monthly/Quarterly Premium	
Household/Accident/Rental/Other	

Type of Insurance	
Insurance Company	
Policy Number	
Amount of Monthly/Quarterly Premium	
Household/Accident/Rental/Other	

Type of Insurance	
Insurance Company	
Policy Number	
Amount of Monthly/Quarterly Premium	
Household/Accident/Rental/Other	

Type of Insurance	
Insurance Company	
Policy Number	
Amount of Monthly/Quarterly Premium	
Household/Accident/Rental/Other	

Type of Insurance	
Insurance Company	
Policy Number	
Amount of Monthly/Quarterly Premium	
Household/Accident/Rental/Other	



### Insurance Held on Others

Person/Relationship	
Type of Insurance	
Company	
Policy Number	
Amount of Monthly/Quarterly Premium	
Beneficiary	

Person/Relationship	
Type of Insurance	
Company	
Policy Number	
Amount of Monthly/Quarterly Premium	
Beneficiary	

Person/Relationship	
Type of Insurance	
Company	
Policy Number	
Amount of Monthly/Quarterly Premium	
Beneficiary	

Person/Relationship	
Type of Insurance	
Company	
Policy Number	
Amount of Monthly/Quarterly Premium	
Beneficiary	



### Health History General Physical Data

Name	
Location of Medical Records	
Location of Dental Records	
Date of last Physical	
Blood Type and RH Factor	
Height/Weight	
Hair /Eye Color	
Glasses and/or Contact Lenses	
Allergies	
Medications	

Name	
Location of Medical Records	
Location of Dental Records	
Date of last Physical	
Blood Type and RH Factor	
Height/Weight	
Hair /Eye Color	
Glasses and/or Contact Lenses	
Allergies	
Medications	

Name	
Location of Medical Records	
Location of Dental Records	
Date of last Physical	
Blood Type and RH Factor	
Height/Weight	
Hair /Eye Color	
Glasses and/or Contact Lenses	
Allergies	
Medications	



### Health History General Physical Data

Name	
Location of Medical Records	
Location of Dental Records	
Date of last Physical	
Blood Type and RH Factor	
Height/Weight	
Hair /Eye Color	
Glasses and/or Contact Lenses	
Allergies	
Medications	

Name	
Location of Medical Records	
Location of Dental Records	
Date of last Physical	
Blood Type and RH Factor	
Height/Weight	
Hair /Eye Color	
Glasses and/or Contact Lenses	
Allergies	
Medications	

Name	
Location of Medical Records	
Location of Dental Records	
Date of last Physical	
Blood Type and RH Factor	
Height/Weight	
Hair /Eye Color	
Glasses and/or Contact Lenses	
Allergies	
Medications	



## Automobiles

Car problems can be very aggravating if you don't know who to contact to remedy them. Here are some suggestions for the Family on the home front:

- Make certain you have the name of a trusted mechanic or automotive garage where you or a friend has taken a car for service. Repair costs can mount rapidly if you simply select a repair shop out of the phone book.
- Be sure to keep a record of the correct type of battery, tires, oil, etc for the care.
- Keep track of when automotive registration, insurance, emissions inspections, or oil changes are due.

Pertinent Information	Automobile	Automobile	Automobile
Make, Model, Year			
Registered to			
Inspection expires			
Insurance Company			
Insurance Agent			
Policy Number			
Agent Phone Number			
Lien Holder			
Automobile Papers Location			
License Plate data			
Expiration Date			
Dealer/Repair Service Name			
Dealer/Repair Service Address			
Dealer/Repair Service Phone Number			



**Final Wishes – Service Member**

Name \_\_\_\_\_

Church Preference \_\_\_\_\_

Religious Affiliation \_\_\_\_\_

Clergy Member \_\_\_\_\_

Phone Number \_\_\_\_\_

Funeral Home Preference \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Do you have a Pre-paid Plan            YES            NO

Burial Preference    Entombment            Cremation            Internment

Choice of cemetery \_\_\_\_\_

Did you purchase a lot?            YES            NO

If so, the lot is in the name of \_\_\_\_\_

Location of deed for the lot \_\_\_\_\_

Who would you like to be pallbearers \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If cremated, what do you wish done with your ashes? \_\_\_\_\_

\_\_\_\_\_



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Would you like an obituary published?                      YES                      NO

Please list the following in my obituary \_\_\_\_\_

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Are you entitled to Veteran's Benefits?                      YES                      NO

Are you entitled to Military Honors?                      YES                      NO

Musical Selections \_\_\_\_\_

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Special Requests for Service \_\_\_\_\_

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### Final Wishes - Spouse

Name \_\_\_\_\_

Church Preference \_\_\_\_\_

Religious Affiliation \_\_\_\_\_

Clergy Member \_\_\_\_\_

Phone Number \_\_\_\_\_

Funeral Home Preference \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Do you have a Pre-paid Plan            YES            NO

Burial Preference    Entombment            Cremation            Internment

Choice of cemetery \_\_\_\_\_

Did you purchase a lot?            YES            NO

If so, the lot is in the name of \_\_\_\_\_

Location of deed for the lot \_\_\_\_\_

Who would you like to be pallbearers \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If cremated, what do you wish done with your ashes? \_\_\_\_\_

\_\_\_\_\_



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Would you like an obituary published?                      YES                      NO

Please list the following in my obituary \_\_\_\_\_

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Are you entitled to Veteran's Benefits?                      YES                      NO

Are you entitled to Military Honors?                      YES                      NO

Musical Selections \_\_\_\_\_

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Special Requests for Service \_\_\_\_\_

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## Employer Notification Letter (USERRA)

Insert Service Member's Name, Address  
And Telephone Number

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Insert Employer's Name and Address

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To Whom It May Concern:

As a member of **(Insert Unit Name Here)**, I have been ordered to active military service beginning on **(Insert Date Here)**. Therefore, my last day of work before I begin my military service will be **(Insert Date Here)**, and I expect to return to work on or about **(Insert Date Here)**. **(Choose one of the following)** I have enclosed a copy of my military orders for your record **or** I will provide a copy as soon as they are available or upon my return in accordance with law.

My absence from work during this period of military service is protected under the Uniformed Services Employment and Re-employment Rights Act (USERRA), which is codified at Title 38, United States Code, Sections 4301-4334. Upon my return, I will submit an application for reinstatement in accordance with the provisions of that Act.

I regret an inconvenience that my leaving may cause, and I appreciate your support during my absence. Also, if you have any questions concerning the above Act, please contact the National Committee for Employer Support of the Guard and Reserve (ESGR) at 1-800-336-4590 or [www.esgr.org](http://www.esgr.org). Thank you very much.

**Date** \_\_\_\_\_

**Service Member's Signature** \_\_\_\_\_

**\*\*\*Deliver Letter in person, or send "Certified Mail, Return Receipt Requested"\*\*\***

**\*\*\*If you have a copy of your orders yet, include a copy with this letter\*\*\***



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## Request for Reinstatement Letter (USERRA)

Insert Service Member's Name, Address  
And Telephone Number

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Insert Employer's Name and Address

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To Whom It May Concern:

On **(Insert Date Here)**, I entered active military service with **(Insert Unit Name Here)**, and I was honorably released from active military service on **(Insert Date Here)**.

Please accept this letter as my formal request to be reinstated in my former job, under the provisions of the Uniformed Services Employment and Re-employment Rights Act (USERRA), 38 U.S.C. 4301-4334. I would like to report to work on **(Insert Date Here)**, and please call me at the number listed above if this date is not convenient.

Thank you very much for your consideration, and if you have any questions concerning the above Act, please contact the National Committee for Employer Support of the Guard and Reserve at [www.esgr.org](http://www.esgr.org) or 1-800-336-4590.

**Date** \_\_\_\_\_

**Service Member's Signature** \_\_\_\_\_

**\*\*\*Deliver Letter in person, or send "Certified Mail, Return Receipt Requested"\*\*\***

**\*\*\*If you have not provided a copy of your orders yet, include a copy with this letter\*\*\***



## Employer Notification Letter (Illinois)

Insert Service Member's Name, Address  
And Telephone Number

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Insert Employer's Name and Address

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To Whom It May Concern:

As a member of (**Insert Unit Name Here**), I have been ordered to active military service beginning on (**Insert Date Here**). Therefore, my last day of work before I begin my military service will be (**Insert Date Here**), and I expect to return to work on or about (**Insert Date Here**). (**Choose one of the following**) I have enclosed a copy of my military orders for your record **or** I will provide a copy as soon as they are available or upon my return in accordance with law.

My absence from work during this period of military service is protected under the Illinois National Guard Employment Rights Law (20 ILCS 1805/30.1 *et seq.*) and the Service Member's Employment Tenure Act (330 ILCS 60/1 *et seq.*). Upon my return, I will submit an application for reinstatement in accordance with applicable provisions of those Acts.

I regret any inconvenience that my leaving may cause, and I appreciate your support during my absence. Thank you very much.

**Date** \_\_\_\_\_

**Service Member's Signature** \_\_\_\_\_

**\*\*\*Deliver Letter in person, or send "Certified Mail, Return Receipt Requested"\*\*\***

**\*\*\*and if available include a copy of military orders\*\*\***



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## Request for Reinstatement Letter (Illinois)

Insert Service Member's Name, Address  
And Telephone Number

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Insert Employer's Name and Address

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To Whom It May Concern:

On **(Insert Date Here)**, I entered active military service with **(Insert Unit Name Here)**, and I was honorably released from active military service on **(Insert Date Here)**.

Please accept this letter as my formal request to be reinstated in my former job, and I would like to report to work on **(Insert Date Here)**. Please call me at the number listed above if this date is not convenient. Also, please be advised that under applicable provisions of the State law, I am entitled to be reinstated as soon as possible.

Thank you very much for your consideration and your support during my absence.

**Date** \_\_\_\_\_

**Service Member's Signature** \_\_\_\_\_

**\*\*\*Deliver Letter in person, or send "Certified Mail, Return Receipt Requested"\*\*\***

**\*\*\*If you have not provided a copy of your orders yet, include a copy with this letter\*\*\***



## Request for Employment Letter (Offer of Employment)

Insert Service Member's Name, Address  
And Telephone Number

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Insert Employer's Name and Address

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To Whom It May Concern:

On **(Insert Date Here)**, I entered active military service with **(Insert Unit Name Here)**, and I was honorably released from active military service on **(Insert Date Here)**. **(Choose one of the following)** I have enclosed a copy of my military orders for your record **or** I will provide a copy as soon as they are available or upon my return in accordance with law.

Prior to receipt of the above military orders, I was offered employment by your firm as **(Insert Position Title Here)**, with a start date of **(Insert Date Here)**. Please accept this letter as a request for a copy of that employment offer, and as my formal request to be employed in that position. Please be advised that I am making this request under the provisions of the Service Member's Employment Tenure Act (330 ILCS 60/4.5), which gives me a preference for immediate employment.

Thank you very much for your consideration, and I look forward to working at your company.

**Date** \_\_\_\_\_

**Service Member's Signature** \_\_\_\_\_

**\*\*\*Deliver Letter in person, or send "Certified Mail, Return Receipt Requested"\*\*\***

**\*\*\*If you have a copy of your orders, include a copy with this letter\*\*\***



### Reduction of Interest Rate (SCRA)

Insert Service Member's Name, Address  
And Telephone Number

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Insert Creditor's Name and Address

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Reference Account Number(s): \_\_\_\_\_  
\_\_\_\_\_

Dear Sir or Madam:

Please be advised that I am a member of the following Military Unit: **(Insert Unit Name Here)**, and I have been ordered to active military service on the following date: **(Insert Date Here)**. **(Choose one of the following)** I have enclosed a copy of my military orders for your record **or** I will provide a copy as soon as they are available or upon my return in accordance with law.

Due to my entry onto active duty, I have experienced a decrease in salary, and my ability to meet my financial obligations has been materially affected. Under these circumstances, Section 207 of the Servicemembers Civil Relief Act (SCRA), 50 U.S.C. App. 527, prescribes a ceiling of six percent (6%) annual interest on any obligation. Therefore, I request that you reduce the interest rate on the above referenced accounts to 6% as of the date I entered active duty. Under the SCRA, this interest rate must be maintained for the entire period I am on active duty, and this percentage cap includes all service charges, renewal charges, and fees. Furthermore, any interest above this statutory ceiling must be forgiven rather than accrued.

Please adjust my accounts to comply with this new rate, and please send a confirmation of the interest rate reduction and my new payment schedule. Also, thank you very much for your cooperation and assistance in this matter.

**Date** \_\_\_\_\_

Sincerely,  
**Service Member's Signature** \_\_\_\_\_

**\*\*\*Deliver Letter in person, or send "Certified Mail, Return Receipt Requested"\*\*\***

**\*\*\*If you have a copy of your orders, include a copy with this letter\*\*\***



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## Reduction of Mortgage Payments (SCRA)

Insert Service Member's Name, Address  
And Telephone Number

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Insert Creditor's Name and Address

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Reference Account Number(s): \_\_\_\_\_

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Dear Sir or Madam:

Please be advised that I am a member of the following military unit (**Insert Unit Name Here**), and I have been ordered to active military service on the following date (**Insert Date Here**). (**Choose one of the following**) I have enclosed a copy of my military orders for your record or I will provide a copy as soon as they are available or upon my return in accordance with law.

Due to my entry onto active duty, I have experienced a decrease in salary, and my ability to meet my financial obligations has been materially affected. Under these circumstances, Section 303 of the Servicemembers Civil Relief Act (SCRA), 50 U.S.C. App. 533, authorizes an adjustment of my obligations under the mortgage. In this regard, my current mortgage payment is (**Insert Dollar Amount**) per month, but because of my reduced income while on active duty, I can only pay (**Insert Dollar Amount**) per month. Therefore, I request this reduction in my mortgage payments beginning with the payment due on (**Insert Date Here**). If applicable, I request that you also reduce the interest rate on the above-referenced account to 6%, effective as of the date I entered active duty, under Section 207 of the SCRA. I will notify you upon my release from active duty in order to resume my normal mortgage payments to discuss repayment of my deferred obligations.

Thank you very much for your cooperation and assistance in this matter, and please send me a confirmation of my new payment schedule.

Sincerely,

**Date** \_\_\_\_\_

**Service Member's Signature** \_\_\_\_\_

\*\*\*Deliver Letter in person, or send "Certified Mail, Return Receipt Requested"\*\*\*

\*\*\*If you have a copy of your orders, include a copy with this letter\*\*\*



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## Termination of Residential/Business Lease (SCRA)

Insert Service Member's Name, Address  
And Telephone Number

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Insert Landlord's Name and Address

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Reference Account Number(s): \_\_\_\_\_  
\_\_\_\_\_

Dear Sir or Madam:

Please be advised that I am a member of the following military unit: **(Insert Unit Name Here)**, and I have been ordered to active military service on the following date **(Insert Date Here)**. **(Choose one of the following)** I have enclosed a copy of my military orders for your record **or** I will provide a copy as soon as they are available or upon my return in accordance with law.

Due to my entry onto active duty, I will not be able to continue my lease at the above address. Under these circumstances, Section 305 of the Service Members Civil Relief Act (SCRA), 50 U.S.C. App. 535, authorizes my termination of this lease. Therefore, I am hereby notifying you that I am terminating the above lease effective thirty (30) days after the date my next rental payment is due. If you are holding a security deposit or any rent paid in advance, please send to me at the address listed above.

Thank you very much for your cooperation and assistance in this matter.

**Date** \_\_\_\_\_

Sincerely,  
**Service Member's Signature** \_\_\_\_\_

**\*\*\*Deliver Letter in person, or send "Certified Mail, Return Receipt Requested"\*\*\***

**\*\*\*If you have a copy of your orders, include a copy with this letter\*\*\***



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### Termination of Automobile Lease (SCRA)

Insert Service Member's Name, Address  
And Telephone Number

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Insert Creditor's Name and Address

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Reference Vehicle Year, Make, Model & VIN Number(s): \_\_\_\_\_

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Dear Sir or Madam:

Please be advised that I am a member of the following military unit: **(Insert Unit Name Here)**, and I have been ordered to active military service on the following date: **(Insert Date Here)**. **(Choose one of the following)** I have enclosed a copy of my military orders for your record or I will provide a copy as soon as they are available or upon my return in accordance with law.

Due to my entry onto active duty, I will not be able to continue my lease of the above vehicle. Under these circumstances, Section 305 of the Servicemembers Civil Relief Act (SCRA), 50 U.S.C. App. 535, authorizes my termination of the lease. Therefore, I am hereby notifying you that I am terminating the above lease, and I will return the leased vehicle to you within 15 days after delivery of this notice. Under the SCRA, the termination will be effective upon the date the vehicle is delivered to you.

Under the SCRA, I understand I do not have to pay an early termination charge, but I am liable for the prorated part of my last monthly payment. I also understand I am liable for any taxes, title and registration fees, reasonable charges for excess wear and mileage, and any other amounts owed under the lease that are due and unpaid on the date of termination.

Thank you very much for your cooperation and assistance in this matter.

**Date** \_\_\_\_\_ **Sincerely,**  
**Service Member's Signature** \_\_\_\_\_

**\*\*\*Deliver Letter in person, or send "Certified Mail, Return Receipt Requested"\*\*\***

**\*\*\*If you have a copy of your orders, include a copy with this letter\*\*\***



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### Stay of Court Proceedings (SCRA)

Insert Service Member's Name, Address  
And Telephone Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Insert Court's Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference Case Number(s): \_\_\_\_\_

Dear Sir or Madam:

Please be advised that I am a member of the following military unit: **(Insert Unit Name Here)**, and I have been ordered to active military service on the following date: **(Insert Date Here)**. I have enclosed a copy of my military orders for your records.

My entry onto active duty has materially affected my ability to participate in the above case. Under these circumstances, Section 202 of the Servicemembers Civil Relief Act (SCRA), 50 U.S.C. App. 522, provides for a stay of legal proceedings. Therefore, I request a stay in the above proceedings until the following date: **(Insert Date Here)**. Until that date, I will not be able to attend any hearings, present any type of defense, or effectively protect my interests in this matter because of my military deployment and/or military duties as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have also enclosed a letter from my commander concerning my military duties, and that letter confirms that military leave is not authorized for any appearance at this time.

Thank you very much for your cooperation and assistance in this matter, and please advise me of my next court date.

**Date** \_\_\_\_\_ **Sincerely,**  
**Service Member's Signature** \_\_\_\_\_

**\*\*\*Deliver Letter in person, or send "Certified Mail, Return Receipt Requested"\*\*\***

**\*\*\*and include a copy of military orders and Commander's Letter.\*\*\***



## Commander's Letter Stay of Court Proceedings (SCRA)

To: **(Insert Name of Court)**

Reference:     **Case Number:** \_\_\_\_\_  
                  **Service Member's Name:** \_\_\_\_\_

Dear Sir or Madam:

I am an officer in the U.S. Armed Forces writing on behalf of the above Service Member who is a party to an action now pending before your court. The above Service Member is assigned to my command and is currently serving on active duty military service at the following installation **(Insert Installation Name Here)**.

The above Service Member will be unable to attend any hearings in the above case because of their military duties until the following date: **(Insert Date Here)**. Until then, the Service Member is needed by this unit and is not authorized military leave due to the following duties/reasons: \_\_\_\_\_

Therefore, under the provision of Section 202 of the Servicemembers Civil Relief Act (SCRA), I request that you grant a stay in the court proceedings until the above mentioned date. I will personally ensure that the above Service Member is placed on military leave immediately following the completion of the duties described above so that he/she may appear at the next scheduled court date after the requested delay. I am furnishing this information under the SCRA in my capacity as a commander charged with a mission supporting the national security of this nation, and I request that you delay the proceedings to allow this Service Member to perform a critical role in that mission.

Thank you very much for your cooperation and assistance in this matter.

Sincerely,

**(Insert Date Here)**

**(Commander's Signature & Printed Name)**

**\*\*\*NOTE: Clearly outline duties of Service Member, why Service Member is critical to the mission, and why leave is not authorized at this time.**



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