



# FINANCIAL PLANNING FOR DEPLOYMENT

## TRAINING TECHNIQUES

### MODULE DESCRIPTION

Planned and unplanned deployments are a fact of life in the Navy. Fleet and Family Support Centers (FFSC) are tasked with providing deployment support according to SECNAVINST 1754.1 governing the Fleet and Family Support Centers Program. Command Financial Specialists (CFS) may also be called upon to provide training to prepare sailors and their families for extended deployments.

This module is suitable for all audiences including active duty married and single service members, spouses, and active duty single parents. It provides audiences with information to help them prepare financially for an extended deployment. Information specific to individual augmentees (IA) is also presented.

### LEARNING OBJECTIVES

At the conclusion of this program, participants will be able to:

- Identify and define two important documents that should be put into place or updated prior to an extended deployment.
- Discuss strategies for managing finances including credit and taxes while deployed.
- Discuss the importance of having a plan to care for vehicles and homes while deployed.
- List at least two low-cost ways to communicate with friends and loved ones while deployed.
- Identify at least one source of assistance in developing a financial plan for deployment.
- Identify financial considerations specific to individual augmentees (IA).
- Identify resources specific to individual augmentees (IA).

## ■ REFERENCES

- [www.annualcreditreport.com](http://www.annualcreditreport.com) (Free Annual Credit Report website)
- [www.bankrate.com](http://www.bankrate.com) (Deployment preparation for reservists)
- [www.saveandinvest.org](http://www.saveandinvest.org) (NASD Investor Education Website)
- [www.ftc.gov/bcp/consumer.shtm](http://www.ftc.gov/bcp/consumer.shtm)  
(National Consumer Protection Bureau)
- <http://www.deploymentlink.osd.mil>  
(DoD Deployment Health Support)
- <http://deploymenthealthlibrary.fhp.osd.mil>  
(Deployment Health and Family Readiness Library)
- [www.dfas.mil](http://www.dfas.mil) (Defense Finance and Accounting Service)
- [www.irs.gov](http://www.irs.gov) (Internal Revenue Service)
- <http://www.lifelines.navy.mil> (Lifelines Services)
- <http://www.reserve-nationalguard.com/insurance>  
(Reserve & National Guard Magazine)
- <http://www.navyfcu.org/planning/transitions/deployed.html>  
(Navy Federal Credit Union, What to do before your deployed.)
- <http://usmilitary.about.com/cs/sscra/a/sscra1.htm>  
(Servicemembers Civil Relief Act)
- [www.ffsp.navy.mil](http://www.ffsp.navy.mil)  
(Navy Fleet and Family Support Program, *Individual Augmentee (IA) Handbooks – IA Sailor Handbook, IA Family Handbook, and IA Command Handbook*)
- [www.ecrc.navy.mil](http://www.ecrc.navy.mil)  
(Expeditionary Combat Readiness Center - ECRC)

## ■ MODULE PREPARATION

### Handouts:

- Financial Planning for Deployment Checklist
- IA Entitlements

- IA Pay and Personnel Support
- Financial Planning Worksheet (optional)

**Materials (varies depending on activities chosen):**

- Brochures from NMCRS, Red Cross, FFSC and local pertinent resources.
- IA – Pay and Personnel Support Contact Information.
- Pre-programmed PowerPoint Game Review.
- For the Experienced Deployers Panel, set up 4–6 chairs in the front of the room and have a portable microphone available if necessary.
- Chart paper, chalk or white board.
- Two microphones, one portable, if training space is large.

## ■ SUMMARY OF OPTIONAL PARTICIPANT ACTIVITIES

- **Standing Assessment:** Participants stand to indicate number of extended deployments experienced as an introductory activity.
- **Jackpot Game:** Interactive Deployment Jackpot game that is especially useful when the majority of your audience has experience with deployments. Most of the program content can be delivered via this game rather than as a lecture. It can also be used after a lecture to summarize and reinforce learning objectives.
- **Experienced Deployer Panel:** A panel of experienced deployers answers questions posed by the participants.

## ■ CURRICULUM OUTLINE

1. Welcome and Introduction
  - a. Topics to be covered
    1. Important legal documents
    2. Managing finances
    3. Property management during deployment
    4. Communicating with family and friends

5. Sources of help
  - b. Need for deployment preparation
2. Important Documents
  - a. Power of Attorney
  - b. Wills
  - c. Next-of-Kin Designation – Page 2
  - d. DEERS Enrollment and ID Cards
  - e. SGLI
  - f. Servicemembers Civil Relief Act
3. Managing Finances
  - a. Budget or spending plan
4. Managing Finances - Tools
  - a. Allotments
  - b. Split pay
  - c. Navy Cash Card
  - d. Online banking
5. Credit Management During Deployment
6. Taxes
7. Property Management During Deployment
  - a. Leases
  - b. Payments
  - c. Subletting or Renting
  - d. Maintenance
  - e. Insurance
  - f. Vehicles
8. Communication
  - a. Phone Calls

b. Regular Mail

c. E-mail

d. Emergencies

9. Sources of help

a. Emergency Fund

b. Navy-Marine Corps Relief Society

c. American Red Cross

d. Fleet and Family Support Center

e. Command Financial Specialist

f. Command Ombudsman

10. Individual Augmentee (IA) specific information

a. Expeditionary Combat Readiness Center

b. Government Travel Charge Card (GTCC)

c. Advance Per Diem

d. Pay and Personnel Support

e. Entitlements

f. Savings Deposit Program

g. Travel Claims

h. Reimbursement of Miscellaneous Expenses

11. Summary

## ■ INSTRUCTOR TECHNIQUES BY SLIDE NUMBER



Provide participants with the handout “Financial Planning for Deployment Checklist.” Suggest that they review it as the program progresses, and note any items that they need to take action on.

### **Optional Participant Activity: Standing Assessment**

Time: 2 Minutes

Preparation: None

Procedure:

- Ask everyone to stand.
- Tell those who have never experienced a deployment to sit. (Family members who have been with their sailor for a deployment whether or not they are married, are considered experienced.)
- Tell those who have experienced one deployment to sit.
- Tell those who have experienced two deployments to sit.
- Tell those sitting to note who is still standing. Ask those who are still standing to tell group how many deployments they have experienced.
- Ask the experienced deployers and family members if they will be willing to share some of their “lessons learned” with the rest of the group throughout the presentation.

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Additional instructor information regarding the Servicemembers Civil Relief Act (SCRA):

The updated law includes the following provisions. This information is provided for the instructor’s background in case additional questions are asked.

1. Extends the application of a service member’s right to stay court hearings or administrative hearings. It now requires a court or administrative hearing to grant at least a 90-day stay if requested by the service member. Additional stays can be granted at the discretion of the judge or hearing official.
2. Clarifies the rules on the 6% interest rate cap on pre-service loans and obligations by specifying that interest in excess of 6% per year must be forgiven. The absence of such language in the SCRA had allowed some lenders to argue that interest in excess of 6% is merely deferred. It also specifies that a service member must request this reduction in writing and include a copy of his/her orders.

3. Modifies the eviction protection section by precluding evictions from premises occupied by service members for which the monthly rent does not exceed \$2,400 for the year 2003. The Act provides a formula to calculate the rent ceiling for subsequent years.
4. Extends the right to terminate real property leases to active duty members moving pursuant to permanent change of station (PCS) orders or deployment orders of at least 90 days. This eliminates the need to request a military termination clause in leases.
5. Adds a new provision allowing the termination of automobile leases for use by service members and their dependents. Pre-service automobile leases may be cancelled if the service member receives orders to active duty for a period of 180 days or more. Automobile leases entered into while the service member is on active duty may be terminated if the service member receives PCS orders to a location outside the continental United States or deployment orders for a period of 180 days or more.
6. Adds a provision that would prevent states from increasing the tax bracket of a nonmilitary spouse who earned income in the state by adding in the service member's military income for the limited purpose of determining the nonmilitary spouse's tax bracket. This practice has had the effect of increasing the military family's tax burden.

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### **Optional Handout: Financial Planning Worksheet**

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Slides 14-25 contain an Individual Augmentee brief. The slides are hidden, and will only appear if you click on the "IA" icon in the lower left-hand corner of the slide. Otherwise, the next slide to show will be the Summary on slide 26.

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This section of the content covers information specifically pertaining to individual augmentees (IA). If there are no IAs among the participants, skip over this material to the final slide and/or activity. If the program

includes IA's, the instructor should be completely familiar with IA issues prior to presenting the workshop.

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### **Optional Participant Activity: Deployment Jackpot**

See "Introduction to the Modules: PowerPoint Games"

### **Deployment Jackpot Answer and Question Bank**

**Categories:** Legal, Finances, Property, Communications, Sources of Help

#### **LEGAL**

#### **\$100**

A: A document that provides direction regarding what you want to happen to your property in case of your death.

Q: What is a Will?

#### **\$200**

A: A document where service members designate next of kin.

Q: What is a Page 2 or Service Record?

#### **\$300**

A: A life insurance benefit offered by the military at a small cost.

Q: What is SGLI?

#### **\$400**

A: A legal document that allows a person to act on your behalf.

Q: What is a Power of Attorney?

## **\$500**

A: The law that may allow service members to reduce interest rates to 6%, among other benefits.

Q: What is the Servicemembers Civil Relief Act?

## **FINANCES**

## **\$100**

A: A document that contains your history of bill paying and credit use.

Q: What is a credit report?

## **\$200**

A: An option a service member has to have their pay divided between a primary banking account and a shipboard account via an onboard ATM.

Q: What is split pay?

## **\$300**

A: Allows a service member to send some pay to an account at a financial institution other than his DDS account.

Q: What is an allotment?

## **\$400**

A: Regular access to a non-secure Internet line is needed to manage finances this way.

Q: What is online or web banking?

## **\$500**

A: A snapshot of your income, debts and expenses that might help you “find” money.

Q: What is a financial plan or budget?

## **PROPERTY**

### **\$100**

A: In legal contracts this works if PCS orders are received for more than 50 miles from the present duty station, among other provisions.

Q: What is a military clause?

### **\$200**

A: Check this to ensure a potential subletter, or renter, can pay the rent.

Q: What is a credit report?

### **\$300**

A: Even though deployed, insurance payments, tags and inspection stickers must be \_\_\_\_\_. (fill in the blank)

Q: What is current?

### **\$400**

A: Check with your insurance company to see if the premium on vehicles that are off the road or in storage can be \_\_\_\_\_. (fill in the blank)

Q: What is reduced?

### **\$500**

A: Homeowner's or renter's insurance that pays full, (not depreciated) value for your property if destroyed.

Q: What is replacement cost coverage?

## **COMMUNICATION**

### **100**

A: You better number and date this or the receiver might get confused.

Q: What is regular or "snail" mail?

**\$200**

A: Cheap, written, almost real time communication (when available).

Q: What is e-mail?

**\$300**

A: When it runs out, your call is over.

Q: What is a prepaid phone card or “sailor phone”?

**\$400**

A: No perishables in this, please, as grandma’s cookies aren’t that good with green mold on them.

Q: What is a care package?

**\$500**

A: The most expensive way to make a long distance phone call.

Q: What is calling from your hotel room?

**SOURCES OF HELP**

**\$100**

A: The spouse of a service member serving at the command who is appointed by the Commanding Officer to serve as a liaison between the command and family members.

Q: What is the Ombudsman?

**\$200**

A: A service member at the command who has been trained to assist with budget preparation and other aspects of financial management.

Q: What is a Command Financial Specialist?

### **\$300**

A: An agency that provides interest-free loans and grants to military personnel in financial need.

Q: What is Navy-Marine Corps Relief Society?

### **\$400**

A: A military agency that provides information and referral, counseling and educational workshops on a variety of topics.

Q: What is Fleet and Family Support Center?

### **\$500**

A: Money set aside in an account to cover unexpected expenses.

Q: What is an emergency fund?

### **FINAL JACKPOT**

A: Two of the three types of Powers of Attorney discussed in this program.

Q: What are general, specific and medical Powers of Attorney.

### **Optional Participant Activity: Experienced Deployers Panel**

Time: 10 – 20 minutes

Preparation: None

Procedure:

- Ask 4–6 experienced deployers to come to the front of the room. Have chairs for them to sit on. If possible, include at least one spouse. (The CO/XO/CMC are often good choices to sit on the panel in addition to other respected leaders of the command or your audience.)
- Ask each participant to tell the rest of the group one thing they did to ensure a successful deployment in the past or for their “top tip” for deployment success.

- Ask each person to stand as they speak to the rest of the group.
- Elaborate or clarify panel responses as needed.
- Ask for a round of applause for panel members as they return to their seats.
- Comment that even though deployments are stressful and challenging, they are survivable as evidenced by the panel.