



Module 2:

Newly Arrived Spouse Orientation

I. Introduction

Marine Corps spouses newly arrived at a duty station are in need of information and support to ease their transition into the community. Several entities exist to support a newly arrived spouse, but relocation personnel are frequently the first to identify and serve spouses as they arrive. This presentation is designed to assist in minimizing the stressors associated with adjusting to a new duty station and provide needed information and support.

NOTE: The material in this module is very similar to that of the *Welcome Aboard* module. However, issues of interest to spouses such as family member employment and child care should be covered in more detail. Material for newly arrived spouses is unique to each installation. Customized material should be inserted and the PowerPoint slides tailored to reflect local information.

II. Learning Objectives

Upon completion of this module participants will be able to do the following:

- Demonstrate knowledge of organizations that directly assist service members and their families including the local Marine and Family Services.

- Identify the location and services provided by local military and community resources including, but not limited to, MCCS, TRICARE clinics, Child Development Center, Legal, educational and recreational facilities.
- Identify at least three landmarks and/or events unique to the area.
- Describe at least two resources specifically for Marine Corps spouses.

III. References

The following materials should be used in preparation of this module.

- Local and Base publications/newspapers
- MCCS at <http://www.usmc-mccs.org/index.html>
- SITES at <http://www.dmdc.osd.mil/sites>
- L.I.N.K.S. at http://www.usmc-mccs.org/MCFTB/LINKS/ftb_links_main.asp
- Marine Corps Wives at <http://www.marinewives.com/knowledge/terms.htm>
- Marine Corps Family Network at <http://www.marinefamily.com/>

IV. Preparation and Procedures

- **Marketing/Target Audience:** The target audience is spouses newly arrived to the community. This module should be marketed to Marine spouses through key volunteers and sponsors. Marketing posters and flyers should be provided to commands two to three weeks before the workshop. Base marquees, newsletters, and base newspaper should be utilized as well. Also, the Temporary Lodging Facility, Child Development Center, and Commissary/Exchange are excellent places to market this workshop.
- **Module Length:** Approximately 1.5 - 2.5 hours. This could be a full-day workshop if lunch and/or base or area tour is included.
- **Training Considerations/Options**
 1. Customized material should be inserted and the PowerPoint slides tailored to reflect local information.

2. RAP staff are encouraged to coordinate with other staff and organizations in the delivery of the presentation. Key volunteers and L.I.N.K.S. personnel would be a valuable asset during the presentation.
 3. For spouses new to the Marine Corps lifestyle, an optional component is included at the end of section VII. However, this material can be presented at any point in the workshop.
 4. Welcome Aboard videos for most installations are available through Tobyhanna DAVIS/DITIS (The Defense Automated Visual Information System/Defense Instructional Technology Information System) at <http://dodimagery.afis.osd.mil/davis/>. Consider adding a video to the workshop.
- **Registration:** Registration is advised to ensure you have an adequate number of materials on hand and to allow guest speakers to adequately prepare. Registration should be required if bus tour or lunch is being provided. To determine whether to include materials for spouses new to the Marine Corps, ask each registrant how long they have been a Marine Corps spouse. Program registrants should be contacted by phone or email two to three days before the workshop to verify participation.
 - **Training Materials and Tools:** All handouts should be placed at each seat or handed to participants at the beginning of the workshop. It is helpful to put handouts in the order that you will be using them. Needed materials and tools are listed below.

New Spouse Orientation Training Materials/Tools

Equipment/Materials

- Tables and chairs to accommodate all participants
- Separate table for resource material. Additional tables may be needed for speakers to display information from their organizations.
- Name tents or name tags (optional)
- Pencils
- Markers
- Projector and screen (PowerPoint capable)
- PowerPoint slides
- White board or chart paper
- Sign-in sheet
- Welcome Aboard video and video projector (optional)

Handouts (Should be available at each seat or handed to each participant upon arrival.)

- Program Evaluation (Page A-1)
- Spouse Employment Tips (Page A-2)
- Listing of Local area resources websites, phone numbers, addresses, and points of contact
- Jargon letter (optional) (Page A-4)
- Marine Corps Jargon (optional) (Page A-5)

NOTE: Inclusion of site-specific handouts and resource materials for the *Welcome Aboard* workshop are at the discretion of RAP staff.

Resource Materials

Materials may include multiple copies of handouts for participants to take with them or single copies of books, pamphlets, or videos for participants to look at.

- SITES booklet for local area
- Local area information including information, for example, on TRICARE, Semper Fit, voting requirements, vehicle registration forms.
- Base and local maps
- Marine and Family Resources newsletter and program brochures
- Marine Corps Family Team Building information
- Welcome Aboard packet

V. Key Terms

- Marine and Family Services - Provides programs and services to prevent problems which detract from unit performance and readiness, and to cope successfully with Marine Corps life. Include counseling, victim advocacy, relocation, family member employment, financial education, and Exceptional Family Member Program.
- Navy Marine Corps Relief Society (NMCRS) - Provides emergency financial assistance to military members and their families in the form of interest-free loans, grants, or combinations. Assistance is available for expenses such as: emergency transportation, funeral expenses, food, rent, and utilities. Non-emergency assistance includes education loans, Visiting Nurse, layettes and Budgeting for Baby classes.
- CDC - Child Development Center. The Child Development program offers affordable, quality care for children to include center-based care, after-school programs, and in-home care by licensed providers.
- Semper Fit - A component of MCCA. Provides Marine Corps resources to promote healthy lifestyles through fitness, health promotion, sports, and leisure programs.
- Key Volunteer - A component of Marine Corps Family Team Building, key volunteers are Marine Corps spouses who support the spouses of the unit Marines by providing communication from the command, serving as a source for information and referral services and by helping foster a sense of community within the unit.
- L.I.N.K.S - Lifestyle, Insights, Networking, Knowledge and Skills - An official Marine Corps program developed by spouses to help new spouses adjust to military life. A volunteer, team-mentoring program, the curriculum focuses on spouses new to the Marine Corps community, but any spouse is welcome to attend. The program offers an orientation to the Marine Corps lifestyle, helping new spouses adapt to the unique challenges military life often presents. The material is also available online.
- EFMP - Exceptional Family Member Program. A mandatory enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical, and personnel services to military families with special needs.
- WIC - Women, Infants, and Children. Serves to safeguard the health of low-income women, infants, & children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating, and referrals to healthcare.

- **SHARE - Self Help and Resource Exchange Program.** A national organization that buys food in bulk and passes the dollar savings along to **SHARE** members. Members volunteer two hours per month in the **SHARE** warehouse or other community activity and can then purchase a \$30 to \$35 grocery box each month for \$14 plus tax. The 15 or more items in the grocery box vary each month.

VI. Curriculum Outline

- Introduction (5 -15 minutes)
- Administration (5 - 10 minutes)
- Welcome Aboard Topics (40 minutes to 2 hours)
 - General area orientation
 - Military support services
 - Residency
 - Education
 - Voting
 - Vehicle information
 - Legal
 - Consumer awareness
 - Area activities including shopping, recreation, attractions
- New Spouse Topics (Optional)
 - Military/Marine Corps Lifestyle/culture (20-30 minutes)
- Summary (10 minutes)

VII. Curriculum Detail

Introduction

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NOTE: This module is intended to be customized. All slides should be modified to reflect the unique nature of each installation, region, and the specific services available through military support and civilian communities.

WELCOME participants to the *Newly Arrived Spouse Orientation*.

TELL participants your name and position title, and share specific information related to your experience with relocating military service members and their families. If applicable, share your experience working with spouses.

SAY Today's workshop is designed to help you acclimate to our community. Now that you have unpacked, you are probably ready to get acquainted with the area, familiarize yourself with the military and civilian resources available to you, and to discover the hidden treasures of life here in _____. Regardless of the length of your tour here, it will be your "home" for the duration.

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SAY It is important that as newcomers, you get an opportunity to network and meet other spouses. So, we are going to take the next few minutes to get to know each other.

NOTE: There are several ways to do participant introductions. Participants can just state their name and something about themselves such as how long they've been married or what has been their biggest surprise/challenge/satisfaction about being a Marine Corps spouse. Or participants can take a minute to talk with the person sitting next to him/her and then introduce that person to the group. As one goal of this workshop is for participants to network, instead of introductions an icebreaker exercise may be used. Typing in "icebreaker exercises" on a search engine is an excellent way to find these exercises. If you have distributed name tags, check to see that everyone has one.

Administration

REVIEW the following information with participants:

- Breaks. As this workshop is approximately 2 1/2 hours, a short break (10 minutes) is recommended after the first hour.
- Restrooms. Provide directions to the restrooms.
- Coffee/snacks. If you provided refreshments, let the participants know and whether you are taking financial donations. If you're in a classroom that does not allow food or drinks, be sure to let participants know.
- Sign-in sheet. Ask participants to complete the sign-in sheet if they did not do so upon arrival.
- Participant materials. Tell participants that the materials they received will be reviewed during the workshop.
- Resource materials. Note that resource materials are available for participants to look at after the workshop. Show participants where the materials are located.

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General Orientation

SAY We will begin by getting oriented to the area.

SHOW an easy to read map of your installation and of the community (provide copies for participants). Have a “you are here” marker on each map and walk participants through a brief tour of the surrounding area. Be sure to highlight Marine and Family Services, Exchange, Commissary, Semper Fit facilities, and CDC locations. Use the community map to show the location of the installation in relation to the greater community.

Optional Activity: Distribute an unlabeled map of the area. Make a list of 15-20 important locations including base, highways, shopping, medical facilities, etc. Have participants label the map putting the items in the right locations. Then review.

Population: Include the following information on area population:

- Population size.
- Population demographics such as age, minority composition, marital status.
- Where to obtain census information.

NOTE: Contact your local census bureau or base Public Affairs Office for population information

Transportation: Include the following transportation information:

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- Public transportation - phone numbers, websites and current schedules.
- Carpool contacts.
- Base transportation.
- Traffic reporting resources.
- Department of Transportation website.
- Transportation in and out of area - airport, bus station, train depot.

Medical and Dental: Include the following medical/dental information:

- **DISTRIBUTE** brochures and flyers from TRICARE and military medical facilities (if available).
- Locations of military medical facilities including dental clinic.
- TRICARE - Health Benefits Advisor offices, local enrollment, approved clinics.
- TRICARE dental - Value of program, enrollment, contacts - (800) 866-8499 or www.ucci.com.
- Community healthcare facilities.
- Military veterinary services.

Emergency Services: Include the following information on emergency services.

- PMO and local police information.
- Fire department and rescue information.
- Navy Marine Corps Relief Society (NMCRS) - Provides emergency financial assistance to military members and their families in the form of interest-free loans, grants,

or combinations. Assistance is available for expenses such as: emergency transportation, funeral expenses, food, rent, and utilities. Non-emergency assistance includes education loans, Visiting Nurse, layettes and Budgeting for Baby classes.

- American Red Cross. Services include emergency notification in the event of illness, death, or family emergency, health and welfare inquiries, information and referral, emergency financial assistance, health and safety courses.

Military bases in the area: If there are other military bases (Army, Navy, Air Force, and Coast Guard) within a 25-50 mile radius of your installation, provide information on how to get there and what each has to offer. This is particularly helpful if commonly used medical facilities or commissaries are located at another installation. Additionally, you may want to identify Family Support Centers. Ensure that participants understand that reciprocal agreements exist that allow them to access other support facilities.

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Military Support Services

NOTE: This is an opportune time to ask guest speakers to present. Most spouses are particularly interested in employment, child care and youth programs, volunteer opportunities, and MCFTB programs.

SAY Marine Corps Community Services (MCCS) provides for basic life needs, such as food and clothing; social and recreational needs; and prevention and intervention programs. MCCS includes Marine and Family Services, Semper Fit, Marine Corps Family Team Building, and other support services.

NOTE: For all of the following be sure to emphasize the unique programs and services provided locally. Include contact information.

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DESCRIBE the following MCCS services available to participants. Refer to any handouts with resource listings as well as program materials, brochures, and newsletters.

- Marine and Family Services: Describe the programs and services available through Marine and Family Services. Include the following and any site-specific services.
 - Relocation Assistance Program.

- Volunteer Opportunities - Highlight volunteer opportunities available on the installation. Emphasize the advantages of volunteering including to newcomers including networking and entrees to possible jobs.
- Financial Education/Counseling.
- Exceptional Family Member Program (EFMP).
- Clinical Counseling.
- Information & Referral.
- Lifelong Learning.
- New Parent Support - Ask how many are parents of infants or expecting. Outline the benefits of the program.
- Family Member Employment Assistance Program

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NOTE: Spouse employment is of primary concern to this audience. The following information from the *Spouse Employment Tips* handout should be discussed here.

REFER to *Spouse Employment Tips* handout and discuss. Include the following from the handout: FMEAP services, spouse preference, and options to federal employment.

- Semper Fit: Describe fitness, health promotion, sports, and leisure programs. Emphasize unique services such as boat rental or trips to area attractions.
- Marine Corps Family Team Building (MCFTB) - Many MCFTB programs and services are of interest to spouses as they foster personal growth and enhance the readiness of Marine Corps families. Include the following: Key Volunteer Network (KVN); Lifestyle Insights, Networking, Knowledge and Skills (L.I.N.K.S.); Spouses' Leadership Seminar (SLS); Prevention and Relationship Enhancement Program (PREP); and Chaplains Religious Enrichment and Development Operation (CREDO).
- Children, Youth, and Teen Programs - These programs focus on the needs of families in order to provide maximum access to useful, flexible, and affordable programs such as child development, social, recreational, and athletic programs. Children, youth and teens, ages 6 weeks to 18 years are served in integrated, balanced, quality programs that support Marine families, on and off base.

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NOTE: Child Care is an important topic and can generate a great deal of discussion. If possible bring in a speaker to discuss Child Development Center and Family Child Care. If a speaker is not available, include the following information: childcare programs, locations, hours, ages, and the application process.

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SAY Two programs that are not military, but that you may be interested in, are SHARE and WIC.

SHARE - Self Help and Resource Exchange Program. Share is a national organization that buys food in bulk and passes the dollar savings along to **SHARE** members. Members volunteer two hours per month in the **SHARE** warehouse or other community activity and can then purchase a \$30 to \$35 grocery box each month for \$14 plus tax. The 15 or more items in the grocery box vary each month

WIC - Women, Infants, and Children. The **WIC** program serves to safeguard the health of low-income women, infants, & children up to age 5 who are at nutritional risk. It provides nutritious foods to supplement diets, information on healthy eating, and information and referrals.

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Residency

SAY Before we discuss community resources let's take a few minutes and look at residency.

Military members have the option of "legal residence" in one state and being stationed in a different state. The Servicemembers Civil Relief Act allows military members to pay taxes, register vehicles, and vote among other things, in their "state of legal residence," rather than the state where they are stationed. This can sometimes result in a tax advantage because several states exempt military pay from state taxes.

NOTE: Residency is chosen more often than not for tax advantages or potential college tuition breaks. If your state is popular for this reason, get the facts and present them here.

Voting

Contact your local Board of Elections to obtain information on voter registration. Include residency and other requirements. If possible, have voter registration forms available.

Schools/Education

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Provide participants with an overview of options and contact information for schools in your area. Include the following information:

- School enrollment requirements - usually include certified birth certificate, shot record, proof of address and/or proof of custody.
- State/local testing requirements.
- Services and programs available in each district.
- Private/parochial school availability.

Adult Education: Highlight options available on your installation and within your community for continuing personal or professional education for adults. Include contact information on local colleges/universities, English as a Second Language (ESL) programs, vocational/technical centers, and community adult learning centers.

NOTE: Be sure to include information on tuition at state institutions. Qualifying for in-state rates varies greatly from state to state. Most states require residency for at least one year prior to eligibility for in-state rates.

Vehicle Information

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There are a number of considerations and various state requirements when it comes to transporting and/or registering your car. Many states exempt personal property tax if the vehicle is owned and registered solely in the service member's name. Include local information on the following issues:

- State driver's license requirements.
- Vehicle registration requirements and fees.

- Personal property tax.
- State Inspections.
- Radar detection devices.
- Seat belt and car seat laws.
- Insurance requirements.
- Base Registration - Base decals are required at all installations. Must have car registration, proof of insurance, military ID card, and safety inspection sticker (if required in the state in which the vehicle is registered).

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Legal Services

ASK How many of you have a will? A power of attorney? Both of these are critically important to military families.

Wills provide for our loved ones in the event of our death. Both you and your spouse need to have a will in order to provide for one another as well as your children.

Wills provide a guide for the distribution of property and assign guardianship for your children. They can be prepared for you free of charge through the base Legal Office.

A Power of Attorney (POA) is a legal document that gives another person the authority to sign your name, and can be either general or specific. POAs are important to military families since your spouse may be deployed or otherwise unavailable when you need to arrange for relocation or sell a vehicle. POAs are issued through the base Legal Office and require your spouse's authorization.

In addition, Legal Services offers assistance with the following matters:

- Notary Services.
- General Assistance (contract review, wills, divorce, adoption, etc.).
- Volunteer Income Tax Assistance (VITA).
- Landlord-tenant relations including leases.
- Civilian criminal misdemeanor matters such as traffic offenses (limited to general advice).

Consumer Awareness**16**

SAY Unfortunately, dishonest solicitors and merchants often target our nation's service members. From shady car dealers promising E-1 financing, to payday loan companies offering quick cash, the temptations (often steps from the main gate) are overwhelming while the repercussions can be devastating. In an effort to ensure that you and your family don't become victims of these unscrupulous practices, the following details important consumer tips, resources and consumer legislation you should know.

NOTE: Be sure to distribute a list of tips, resources and applicable legislation (including websites, phone numbers, addresses and points of contact) regarding your area's consumer protection laws. For additional information regarding consumer issues in your area, speak with your Personal Financial Management staff or contact your base Legal Office.

Include the following information:

- Local Military Rip-offs - May include car buying, car repairs, rent-to-own-deals, advance fee or payday loans.
- Local military off-limits list. Contact Legal for "off-limits" list and encourage participants to beware of title loan companies, payday loan scams and furniture/appliance rent-to-own establishments. Remember "If it sounds too good to be true, IT IS!"
- Usury Laws. Convey whether or not interest rates are capped. This information can be easily accessed through your base Legal Office. Warn participants that if there are no Usury Laws in your state, they must be VERY careful about signing any contracts. Encourage them to bring all home, car or other legally binding contracts to Legal for review before signing. This service is free of charge and could ultimately save them a lot of money and potential heartache.
- "Cooling off" periods for contracts. Ensure participants are aware that in most states any contract signed in the merchant's place of business is **LEGALLY BINDING**. This includes car sales. There are limited cooling off periods for door-to-door magazine sales, campground memberships, timeshares and health club memberships, but again...**BUYER BEWARE!**
- Servicemembers Civil Relief Act (SCRA). On December 19, 2003, the President signed into law the Servicemembers Civil Relief Act (SCRA) Public Law No. 108-189 completely revising the old law (previously known as the Solders' and Sailors' Civil Relief Act). The purpose of the act is to provide for the temporary

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suspension of judicial and administrative proceedings and transactions that may adversely affect service members during their military service, thereby enabling them to devote their energy to the defense needs of the United States.

- Car sales and repairs. Many states (but not all) have auto repair services legislation that mandates an estimate from mechanics within 10% of the final cost before proceeding with repairs. For auto repair legislation in your state, go to your state's Department of Motor Vehicles website.

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SAY Military Sentinel is a project of the Federal Trade Commission and the Department of Defense to identify and target consumer protection issues that affect members of the United States Armed Forces and their families. You can file a consumer complaint electronically by going to <http://www.consumer.gov/military/> and clicking on your service seal. This will link you to the consumer complaint forms.

NOTE: Encourage participants to visit the Marine and Family Services Personal Financial Management staff or the Legal Office to learn more about consumer rights.

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Area Activities

Include the following when discussing cultural, recreational, and activities specific to the area.

- Unique customs and traditions. Examples of unique customs and traditions include, but are not limited to, local food, historical celebrations, cultural diversity, music, and language and sayings. Investigate your community and share what sets it apart from other military towns.

NOTE: This is a great opportunity to share a bit of local customs or culture. Provide a snack of local food (include a recipe as well) or play local music.

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DESCRIBE the activities available in the community. If possible, have a guest speaker from Semper Fit or Recreation Services to discuss on-base recreational and sports programs, and off-base excursions. At a minimum, highlight:

- Shopping.
- Recreation (on and off base resources).

- Cultural attractions (museums and historic landmarks).
- Restaurants.
- Fun activities for children.
- Sports arenas, convention centers, concert venues.
- Annual festivals and events.

NOTE: This is your opportunity to share all that's great about your community. Have a "calendar of events" and brochures and handouts from area attractions. Many attractions will supply discount coupons to give to participants.

SAY Welcome again to (name of community), your new hometown!

NOTE: If customizing this slide include the following message:
Enjoy Your New Home In _____!

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New To The Marine Corps Spouses

Optional Materials: The following materials can be used with spouses who are new to the Marine Corps. Experienced Marine Corps spouses may enjoy the activities as well and may not be familiar with all of the information. Although L.I.N.K.S is designed for new spouses, this information can be considered as a brief introduction. Be sure to have information available on the local L.I.N.K.S program.

Marine Corps Jargon

ASK the participants to refer to the Jargon Letter handout. After you read it aloud, ask them to define the terms at the bottom. Have participants share their answers. Consider providing candy or small prizes to those participants who accurately define or describe the most terms.

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SAY Marine Corps jargon constitutes a separate language! You are not the first spouse to be totally confused about this seemingly foreign language. But rest assured that there will come a day that you will be interpreting phrases and acronyms for another new spouse. Although we won't necessarily use all of the phrases or acronyms in our daily language, basic knowledge will help you understand your spouse, and identify and utilize the numerous resources available to you.

DIRECT the participants to the *Introduction to Marine Corps Jargon* handout and let them know it can be used as a handy reference tool.

Marine Corps Ranks

SAY You have probably noticed that Marine Corps personnel have different titles, different uniforms, and different insignias. All of these signify rank. "Rank" is the actual title of a service member and indicates his "place" within the Corps. To add to the confusion, each branch of the service is different!

Today, we will take a quick look at the Marine Corps ranks to help "demystify" the military structure.

NOTE: If possible, bring a color chart with pictures of the insignia and uniforms.

DESCRIBE the following enlisted ranks:

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E-1 Private	(No Insignia)
E-2 Private First Class	(1 Chevron)
E-3 Lance Corporal	(1 Chevron w/ crossed rifles)
E-4 Corporal	(2 Chevrons w/ crossed rifles)
E-5 Sergeant	(3 Chevrons w/ crossed rifles)
E-6 Staff Sergeant	(3 Chevrons w/ crossed rifles and 1 rocker)
E-7 Gunnery Sergeant	(3 Chevrons w/ crossed rifles and 2 rockers)

E-8 First Sergeant and Master Sergeant	(FS: 3 Chevrons with diamond and 3 rockers; MS: Substitutes diamond for crossed rifles)
E-9 Sergeant Major and Master Gunnery Sergeant	(SM: 3 Chevrons with star and 4 rockers; MGS: Substitutes star for bursting bomb)
The Sergeant Major of the Marine Corps has an “Eagle, Globe, Anchor” in the place of his star on his rank insignia.	

DESCRIBE the following Warrant Officer ranks:

Warrant Officers are all prior enlisted Marines (unlike the Army which allows civilians to go directly into WO ranks). They are specialists in certain fields like infantry. They always stay in their specialty field. There are about 2000 Warrant Officers in the Marine Corps.

W1-Warrant Officer	1-Gold bar with two red squares
W2-Chief Warrant Officer	2-Gold bar w/three red squares
W3-Chief Warrant Officer	3-Silver bar w/ two red squares
W4-Chief Warrant Officer	4-Silver bar w/ three red squares
W5-Chief Warrant Officer	5-Silver bar w/ red line

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DESCRIBE the following Officer ranks:

O-1 2nd Lieutenant	(One gold bar)
O-2 1st Lieutenant	(One silver bar)
O-3 Captain	(Double silver bars)
O-4 Major	(Golden oak leaf)

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O-5 Lieutenant Colonel	(Silver oak leaf)
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O-6 Colonel	(Silver eagle)
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O-7 Brigadier General	(One silver star)
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O-8 Major General	(Two silver stars)
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O-9 Lieutenant General	(Three silver stars)
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O-10 General	(Four silver stars)
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The Commandant of the Marine Corps has four stars. The Assistant Commandant has four stars as well. There are approximately 4 four-star generals in the Marine Corps at any given time.

NOTE: Typically, new spouses are very concerned with proper protocol and these concerns are usually voiced when discussing ranks. Facilitators are encouraged to provide assurance to the new spouses that common courtesy and good manners are the proper protocol in any social setting or personal situation, regardless of rank. Should they have specific questions regarding personal attire for social events (i.e. the Marine Corps Ball) they should contact Key Volunteers, L.I.N.K.S., or a more experienced spouse for guidance.

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New Spouse “to do” List

SAY As a military spouse, you are eligible for certain entitlements and benefits but must first demonstrate eligibility. Ensure that your spouse has turned in the appropriate documentation so that you may rightfully receive your entitlements and benefits.

We will now cover the basics that you need to check.

- **DEERS** - Defense Enrollment Eligibility Reporting System. This is **THE** system that you must be enrolled in to ensure provision of entitlements and benefits such as **TRICARE**, the military healthcare plan. Once your spouse’s command verifies the marriage, your information will be entered into this data base and provide validation of your status as a military family member.

- **Identification Card.** Your spouse's command will issue the necessary paperwork that you need to get an ID card. Your card has an expiration date and it is advisable to have your ID card renewed prior to that date. Keep this card with you at all times as it is needed to purchase goods at the commissary and the exchange, allows admission onto the base, and permits you to participate in recreational activities aboard base. Also, you will be asked to show your ID whenever you visit a military health clinic.
- **Service Members Group Life Insurance and Family Service Member's Group Life Insurance (SGLI/FSGLI)** provides life insurance coverage for service members, their spouses and dependent children. SGLI coverage is available in \$10,000 increments up to the maximum of \$250,000. FSGLI coverage is dependent upon the service member's amount of coverage and one must apply. Service members are automatically enrolled. However, it is very important that you ensure that you have adequate coverage and that the designated beneficiary (who receives the money) is current.
- **Page 2.** Page 2 is the second page of your spouse's military record and lists dependents and people to be notified in the event of illness, injury, or death. This, too, must be kept updated.

Summary

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SAY We have covered a lot of material today. Do you have any questions? If you have a question after leaving here, don't hesitate to follow up with staff at Marine and Family Services.

SAY If there are no more questions, could you please take a few minutes and complete the program evaluation. When you've completed it, please return it to me. And, please stop by the resource table and look at the materials.

THANK the participants for attending.

VIII. Quality Assurance Procedures

To assure accurate and current information as well as a quality presentation, the following should be completed:

- Review and update the curriculum annually.
- Distribute program evaluations to participants after each workshop. Results should be tabulated and retained to measure the effectiveness of information disseminated, workshop content, and delivery of presentation.
- Observe and evaluate the program annually. This should be done by the RAP supervisor. Both program content and the presenter's effectiveness should be included in the evaluation.

IX. PowerPoint Slides

A PowerPoint slide presentation can be found directly after the following section. The slides are printed three to a page with space to the right of each slide for presenter's notes and are designed to underscore the main points of the presentation. This workshop can be presented without use of the slides

X. Instructional Materials

Handouts:

- Program Evaluation (Page A-1)
- Spouse Employment Tips (Page A-2)
- Listing of Local area resources websites, phone numbers, addresses, and points of contact
- Jargon letter (optional) (Page A-4)
- Marine Corps Jargon (optional) (Page A-5)