



UNITED STATES MARINE CORPS  
WEAPONS AND FIELD TRAINING BATTALION  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 17001  
PARRIS ISLAND, SOUTH CAROLINA 29905-7001

IN REPLY REFER TO:  
BnO 3440.6  
S-3  
13 May 2011

BATTALION ORDER 3440.6

From: Commanding Officer  
To: Distribution List

Subj: DISASTER PREPAREDNESS

Ref: (a) DepO 3000.1G

Encl: (1) Disaster Preparedness Order  
(2) Task Organization  
(3) Pre-deployment Checklist

1. Situation. With MCRD PI being located in an area vulnerable to disastrous weather, certain plans and procedures are in place to prepare personnel aboard the Depot.

2. Cancellation. BnO 3440.5L

3. Mission. The purpose of this Order is to publish policies and procedures for coordinating disaster preparedness and subsequent operations resulting from destructive weather or other natural disasters.

4. Execution

a. Commander's Intent and Concept of Operations. This Order will be a practical reference for the staff of this Command. This Order identifies various forms of expected natural disasters, directs certain actions to be taken by the battalion staff and tasks subordinate units to prepare for and take actions in the event of an impending hurricane.

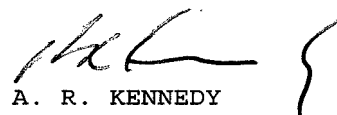
b. Coordinating Instructions. Recommendations for changes or modifications to this order will be provided to the Adjutant for staffing to the Operations & Training Officer (S-3).

5. Administration and Logistics. The S-3 is the sponsor for this Order.

6. Command and Signal

a. Command. This Order is applicable to all hands.

b. Signal. This Order is effective on the date signed.

  
A. R. KENNEDY

DISTRIBUTION: A

DISASTER PREPAREDNESS ORDER



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## Chapter 1

Concept of Operations

1. General. The geographical location of Marine Corps Recruit Depot, (MCRD) Parris Island, as part of the barrier islands on the southern coast of South Carolina, makes the Depot vulnerable to hurricanes. The island has a very low elevation, on average only 5-10 feet above sea level, with the highest point being 17 feet above sea level. The Port Royal Sound, with its wide inlet bordered by extensive areas of low marsh, contributes to the potential for damage caused by hurricanes. The unfavorable bathymetry of shallow ocean depths for great distances offshore could generate a high ocean surge. These factors, along with the significant range between high and low tides, (on average 8 feet) makes Parris Island particularly susceptible to flooding and storm surge damage associated with hurricanes. Another form of destructive weather, thunder storms are an additional threat; recruits have been killed aboard Parris Island by lightning strikes. Furthermore, tornadoes present a significant threat to life and property aboard the Depot and have killed personnel on surrounding islands. Destructive weather poses a significant threat to personnel and property, and may endanger life, destroy property, and require resources and lost training time for repair. Extensive damage may be caused by flying debris, flooding, storm surges, sudden wind shifts, gusts, squalls, lightning, hail, and ice storms.

a. Hurricane season is in effect from 1 June to 30 November.

b. Based on the track of the hurricane and the prediction of landfall, several decisions must be made and subsequent actions taken. The following sequence of events will generally take place. Details of these actions are contained in the chapters of this Manual:

(1) Prepare Depot for Destructive Weather.

(2) A decision must be made as to whether the hurricane will require an evacuation of the Depot.

(3) Recruit training will cease and the AC/S, Recruiting will cease shipping poolies to recruit training at MCRD, Parris Island.

(4) Family members will evacuate.

(5) Recruits will be evacuated to Marine Corps Logistics Base, Albany, GA.

(6) Certain emergency personnel will remain behind aboard the Depot, or evacuate to Beaufort Naval Hospital.

(7) After the hurricane passes, damage assessment and recovery operations begin.

c. Figure 1-1 provides a graphical representation of the decisions/actions required during the approach of destructive weather.

2. Planning Considerations. In the event of destructive weather, some or all of the following conditions may occur:

a. Disruption of normal Depot operations, to include recruit training

and graduation.

- b. Structural damage to buildings and facilities.
- c. Extensive flooding, due to rain, high tides, and/or storm surge.
- d. Downed trees and utility poles.
- e. Debris which would impede movement around the Depot.
- f. Personnel casualties.
- g. Damage or destruction to personal property.
- h. Destroyed or damaged roads and bridges.
- i. Loss or disruption of essential utilities such as electrical power, gas, steam, potable water, and sewage.
- j. Loss of electronic and telephone communications for an extended period of time.
- k. Evacuation of recruits, permanent personnel and family members from government quarters and Parris Island.
- l. Lost training time as a result of recovery operations.
- m. Oil or hazardous material releases to the environment may have occurred requiring special handling.

3. Local Coordination. While governed by different higher headquarters, Parris Island coordinates with and receives support from MCAS Beaufort and BNH.

a. The Commanding Officer (CO) MCAS Beaufort is responsible for Laurel Bay. He will identify if and when personnel living in Laurel Bay are required to conduct a mandatory evacuation.

b. Beaufort County and MCRD, Parris Island coordinate closely before, during, and after any destructive weather. Beaufort County will assist MCRD, Parris Island with destructive weather information, evacuation direction, and support as may be requested. Beaufort County is Parris Island's primary source for detailed destructive weather information.

c. MCLB Albany, GA is the primary evacuation site for Parris Island's recruits.

d. Camp Blanding, FL is the back-up live-fire training site, should the decision be made to resume recruit training away from Parris Island.

#### 4. Notification of Destructive Weather

a. The Cherry Point, North Carolina Weather Service will notify the AC/S G-3 of lightning conditions, thunderstorms conditions, tornado conditions, tropical weather advisories, and freeze warnings. The AC/S G-3 will in turn notify the staff and subordinate commands.

b. The Depot Emergency Operation Center (EOC) is solely responsible for setting or changing Hurricane Readiness Conditions based on guidance from the AC/S G-3, the Chief of Staff, and Commanding General.

c. The most common weather warnings and actions required are:

(1) Thunderstorm Condition II: Destructive wind and accompanying thunderstorms are within 69 miles or expected to form within 69 miles within 3 hours. Associated lighting/thunder, torrential rain, hail, sever downbursts, and sudden wind shifts are possible. Take precautions that will permit establishment of an appropriate state of readiness on short notice. No disruption of training is required.

(2) Thunderstorm Condition I: Destructive wind and accompanying thunderstorms are within 5.75 miles or expected to form within 5.75 miles within 1 hr. Additionally, MCRD will be placed in this condition if a thunderstorm is observed (visually or on RADAR) within 17.25 miles of MCRD. Associated lighting/thunder, torrential rain, hail, sever downbursts, and sudden wind shifts are possible. Take precautions that will permit establishment of an appropriate state of readiness on short notice. No disruption of training is required. If lighting is within 5 miles all outdoor activity will cease and personnel moved indoors.

(3) Severe Thunderstorm Condition II: Severe Thunderstorms are within 69 miles or expected to form within 69 miles within 3 hours. Severe thunderstorms are defined as having gust of wind greater than 57 miles per hour, hail with diameter grater than three quarters of an inch and/or tornadoes. Take precautions that will permit establishment of an appropriate state of readiness on short notice. No disruption of training is required.

(4) Severe Thunderstorm Condition I: Severe Thunderstorms are within 5.75 miles or expected to form within 5.75 miles within 1 hour. Additionally, MCRD will be placed in this condition if a severe thunderstorm is observed (visually or on RADAR) with in 17.25 miles of MCRD. Severe thunderstorms are defined as having gust of wind greater than 57 miles per hour, hail with diameter grater than grater than three quarters of an inch and/or tornadoes. If lighting is within 5 miles all outdoor activity will cease and personnel moved indoors.

(5) Lighting within 5 miles: Lighting occurring or imminent within 5.75 miles of MCAS Beaufort or 11.5 miles MCRD Parris Island. All outdoor activity will cease and personnel moved indoors.

(6) Tornado Condition II: Conditions are favorable for the development of severe thunderstorms and tornadoes within 69 miles or expected to form within 69 miles within 3 hours. Take precautions that will permit establishment of an appropriate state of readiness on short notice. No disruption of training is required.

(7) Tornado Condition I: Conditions are favorable for the development of severe thunderstorms and tornadoes within 5.75 miles or expected to form within 5.75 miles within 1 hour. Additionally, MCRD will be placed in this condition if a tornado is observed (visually or on RADAR) with in 17.25 miles of MCRD. All outdoor activity will cease and personnel moved indoors.

5. Hurricane Readiness Conditions. Hurricane season lasts from 1 June until 30 November. WFTBn will prepare for and conduct disaster preparation and recovery operations during and after destructive weather conditions. Chapter 2 of this order lists the overall tasks and responsibilities that are to be accomplished when Hurricane Readiness Conditions (HRCs) are set. Hurricane Readiness Conditions for MCRD, Parris Island will be established by the CG, MCRD, Parris Island and disseminated by the EOC. The measures outlined in Chapter 2 are general guides as each section and command are tasked with preparing a disaster order that encompasses their command. Each type of destructive weather, or individual storm, must be taken as a unique threat and preparation measures adjusted accordingly to each threat/storm. The Depot will promulgate those tasks and measures applicable to each unique situation. For example, the Depot may establish Hurricane Condition IV with implementation of all tasks for Condition IV, plus designated tasks for Condition III.

a. Condition IV. Destructive sustained winds in excess of 58 miles per hour or greater associated with a tropical system are anticipated at Parris Island within 72 hours. This condition advises personnel that a tropical storm/hurricane may become a possible threat to Parris Island. Commands should inform their personnel of the threat and begin to take precautionary measures as directed.

b. Condition III. Destructive sustained winds in excess of 58 miles per hour or greater associated with a tropical system are anticipated at Parris Island within 48 hours. The tropical storm/hurricane continues to threaten Parris Island and increased readiness measures will be directed. The necessity for evacuation may be ordered.

c. Condition II. Destructive sustained winds in excess of 58 miles per hour or greater associated with a tropical system are anticipated at Parris Island within 24 hours. The tropical storm/hurricane is expected to make landfall in the Parris Island area and evacuation may have begun.

d. Condition I. Destructive sustained winds in excess of 58 miles per hour or greater associated with a tropical system are anticipated at Parris Island within 12 hours. The tropical storm/hurricane is going to or has made landfall. All preparatory measures/required evacuations must be finished.

e. Condition V. Secure from previous destructive weather condition. Threat has passed. Report all storm damage to the Disaster Control Center. The tropical storm/hurricane has passed. Damage assessment will begin to determine the extent of damage in order to return to normal operations as soon as possible.

6. Training. Prior to the start of hurricane season, the battalion will conduct hurricane preparation training on all levels.

a. Individual. **All personnel assigned to WFTBn will attend a hurricane brief given by the Depot Disaster Preparedness Officer (DDPO) in the Depot Theatre.** This brief will include individual/family preparation measures and the procedures used by the Depot during Category I through Category V hurricanes. **Dependents are highly encouraged to attend this brief** since many dependent spouses may have to evacuate on their own. It is each individual's responsibility to ensure his/her family members are prepared to evacuate if necessary.

b. Battalion. Prior to the Depot hurricane practical application exercise, WFTBn will conduct a CONOPS ROC (Rehearsal of Concept) drill. We will ensure all personnel are familiar with their responsibilities and unit orders. Personnel will be assigned to elements and trained to carry out their assigned tasks.

c. Depot

(1) AC/S G-3 will conduct two hurricane exercises annually. The first exercise will be a "tabletop" exercise: a scenario will be presented, and each command, AC/S, or section will discuss actions to be taken during each condition. The AC/S G-3 will invite representatives from the Beaufort County EMD, MCAS Beaufort, and BNH to attend. The second exercise will be a two day practical application exercise that will rehearse and evaluate the actions discussed during the tabletop exercise. A third exercise may be scheduled as required.

(2) The Depot Operations Officer, acting in the additional duty as the Depot Disaster Preparedness Officer, will provide hurricane briefs to individual units and to the Depot as a whole, to include civilians and dependents. These briefs will be completed prior to hurricane season, and provided periodically during June, July, and August to account for new joins during the summer.

7. Depot Evacuation

a. General. Due to MCRD, Parris Island's location in the chain of barrier islands, its very low elevation, and the unfavorable bathymetry extending offshore, it is imperative that evacuation plans be in place. Based upon the severity of the storm threat from a hurricane a decision will be made to evacuate all recruits, recruit trainers, and support personnel to MCLB Albany, Georgia.

b. Terminology. Similar to Beaufort County and the State of South Carolina, the EOC will only use two terms when referring to personnel evacuating the Depot or the county as a result of destructive weather. Those two terms are:

(1) Voluntary Relocation. A hurricane threatens Beaufort County/MCRD, Parris Island operational area and may make landfall in our area. As a precautionary measure, some individuals who are not essential to destructive weather preparations may elect to depart MCRD PI and the surrounding area. These individuals will not be reimbursed for travel expenses until CG orders a mandatory evacuation. If a mandatory evacuation is ordered, expenses will only be reimbursed from the date the CG ordered the evacuation.

(2) Mandatory Evacuation. A hurricane threatens Beaufort County/MCRD, Parris Island operational area and is predicted to make landfall with significant storm threat capabilities. The CG will issue orders for a mandatory evacuation. Minus the rear party personnel, all personnel assigned for duty to MCRD PI will execute the CG evacuation order.

(3) Storm Threat. Storm Threat is a combination of the effects of impending weather coupled with the timing and location of the potential storm strike with local tides and the conditions that pre-existed due to previous weather conditions that have recently impacted the area.

c. Personnel Classification

(1) Emergency personnel will not be released during destructive weather and must make advance preparations for family members to evacuate without them. Emergency personnel are those who are assigned to the following elements: Remain Behind Element (RBE), Convoy, and Advance Party.

(2) Non-emergency personnel will be released prior to arrival of destructive weather; however, non-emergency personnel may be required to participate in destructive weather preparations, and they may also deploy to one of the off-site training facilities in order to support the training or sustainment of recruits.

(3) Non-essential personnel are are not required to participate in destructive weather preparations. Non-essential personnel will be released early (see figure 1-1); however, non-essential personnel may be required to deploy to one of the off-site training facilities in order to support the training or sustainment of recruits.

d. Evacuation of Quarters. At the direction of the CG, the EOC issues all evacuation orders, coordinates transportation and security requirements for the Depot. If mandatory evacuation is a possibility, Tri-Command Housing will, based on the situation and upon receiving guidance from AC/S G-3, alert all Depot residents to prepare to evacuate within 24-48 hours.

e. Evacuation Expense Reimbursement. In the event the CG directs a mandatory evacuation of the Depot, Marines and their dependents who are assigned to MCRD PI will be reimbursed of all evacuation expenses in accordance with the applicable travel regulations. The evacuation order will specify the radius in which travel expenses will be paid. Military personnel and dependents that voluntarily evacuate are not entitled to reimbursement of evacuation expenses, but may become entitled if and when the CG directs a mandatory evacuation. However, evacuation expenses may be paid for the mandatory evacuation period only. AC/S Comptroller will coordinate for the distribution of the Depot Travel Guide regarding reimbursement of evacuation expenses.

f. Navy-Marine Corps Relief Society (NMCRS). The NMCRS will be available to provide financial assistance to Service Members and their families for both pre-storm evacuation and post storm recovery assistance. This assistance will be distributed from a single site, to be determined, before each storm.

(1) When mandatory evacuation assistance is directed by Military Authorities, pending government reimbursement of expenses, the NMCRS can provide, as no interest loans, evacuation assistance. The Service Member's consent is required. In the absence of direct consent, the Society can accept appropriate Powers of Attorney or, if already arranged with a Society office, a pre-authorization.

(2) When voluntary evacuation is recommended, upon request of the Commanding General, NMCRS can provide, as a no interest loan, evacuation assistance. Service Members may not be reimbursed by the Government for expenses.

8. Personnel Assignment and Accountability

a. Personnel assignment and accountability are among the highest priorities in preparation for destructive weather, and in recovery operations/return to normalcy.

b. Chapter 3 and enclosure (2) of this order provide detailed guidance on elements required for evacuation. Commanders will ensure that accurate rosters are maintained for all elements designated per enclosure (2). All Command recall procedures must be updated.

c. Commanders will establish means to ensure positive knowledge of the location and status of all assigned personnel.

9. Storing Privately Owned Vehicles. Privately owned vehicles (POVs) of all personnel remaining aboard the Depot or evacuating to MCLB Albany during activation of this plan may be parked at a pre determined location at MCAS Beaufort. The Depot, AC/S, G-4 will provide return shuttle support from MCAS Beaufort.

10. Protection of Personal Property

a. In order to maximize protection of personal property in government quarters aboard the MCRD, Parris Island, TRI-Command Housing has provided hurricane shutters for all newly constructed housing. It is the responsibility of the resident to install shutters that can be reached without the use of a ladder. TRI-Command Housing is responsible for installing all shutters that require the use of a ladder. Historical housing protective measures will be set in place by the Facilities Maintenance Division.

b. Additionally, in order to protect their personal property, residents are provided renters insurance via Tri-Command Housing Offices and can, if they desire, purchase additional renters insurance.

c. In the event of damage, Depot residents should refer to JAG INSTRUCTION 5890.1A, Encl. (6) for the submission of claims.

11. Fiscal. We will maximize the utilization of the Government Travel Charge Card Program (including use of a restricted travel card) for all military personnel. All personnel assigned to the Advance Party must possess a Government Travel Charge Card upon the establishment of Condition Readiness.

12. Information Updates to the Depot

a. The PAO will update and maintain the MCRD, Parris Island Internet Web page at <http://www.parrisland.com/> and the 1-800 Weather Hotline (1-800-343-0639). All information updates will be approved by the AC/S G-3/DCC before being posted.

b. Hurricane conditions will also be updated on the MCCS marquee located on Malecon Drive. The direction to update conditions will come from the EOC. The EOC is the only authorized agency aboard the Depot to set or change hurricane conditions.

13. Recovery Operations. Once the storm has passed and Hurricane Condition V set, recovery operations will begin. The EOC, under the cognizance of the

AC/S, G-4, will coordinate all recovery efforts. A separate recovery plan will be published by AC/S, G-4.

14. Veterinary Operations. Personnel with pets aboard the Depot or Laurel Bay will ensure their pets are adequately cared for during an evacuation. The Depot veterinarian will not provide shelter. Personnel leaving pets unattended in Base quarters during an evacuation will be subject to disciplinary action.

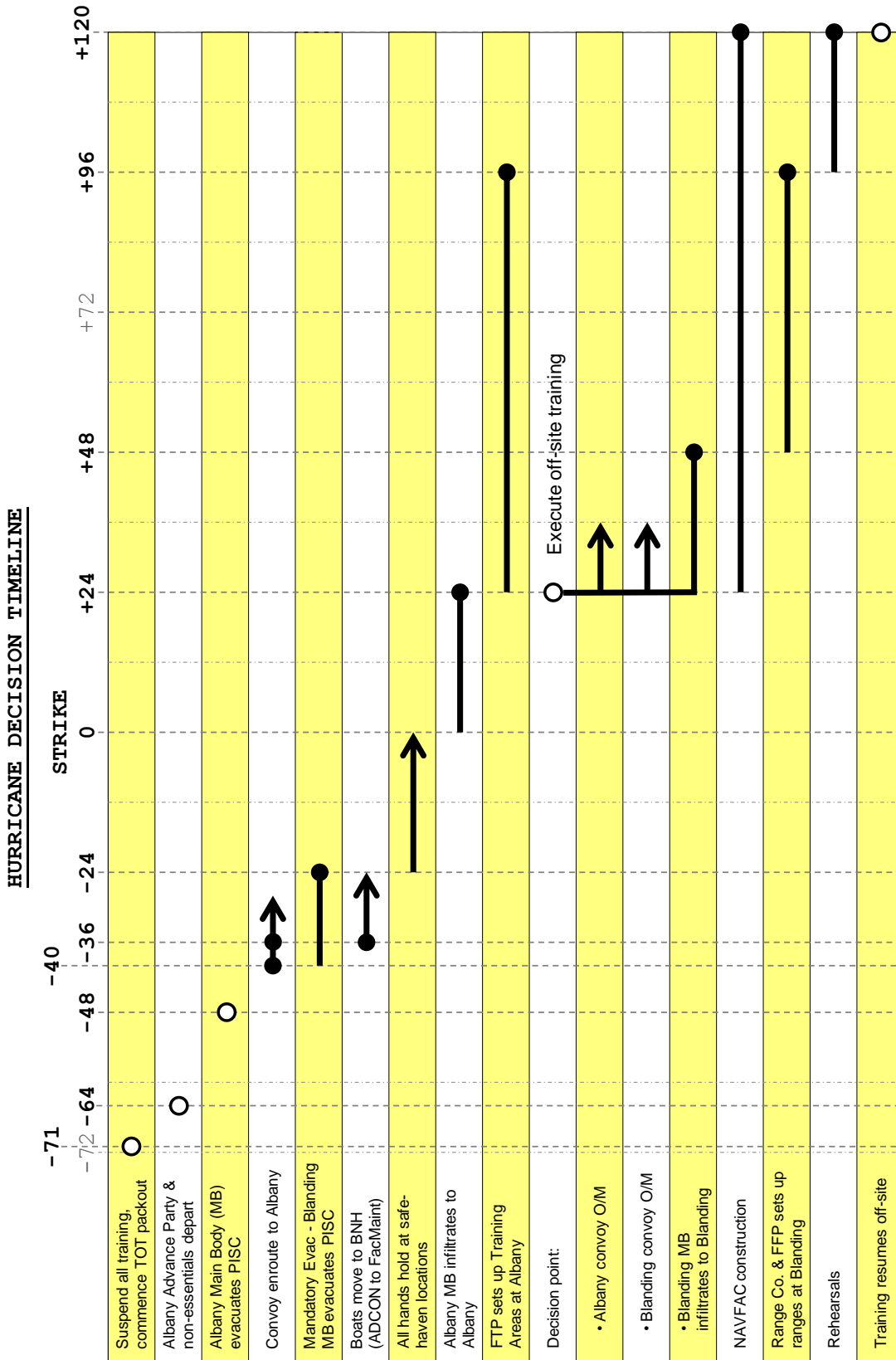


Figure 1-1

## Chapter 2

Tasks1. General

a. Hurricanes pose a significant threat to personnel, property and may endanger life. Marine Corps Recruit Depot, Parris Island will conduct operations to minimize damage, prepare all personnel for hurricane season, continue essential operations, evacuate the Depot if necessary, conduct recovery operations, render assistance to local military, federal, and civil authorities before, during and after destructive weather.

b. This chapter will delineate tasks for successful preparation, response and potential evacuation of MCRD PI. Detailed recovery operations will be addressed in a separate plan. The mission for WFTBn will accomplish the following:

- (1) The protection of life and property.
- (2) The provision of emergency assistance in the local area.
- (3) The preservation of equipment.
- (4) The establishment of procedures for the dissemination of weather advisories and the setting of conditions of readiness.
- (5) The continuous increase in the levels of preparedness to withstand destructive weather as it approaches the Depot.
- (6) The operation of essential and emergency management services.
- (7) The evacuation of recruits and non-emergency personnel.
- (8) The orderly curtailment of operations and services in the interest of the safety of personnel and property.

2. Concept. WFTBn conducts operations in preparation for and during Hurricane Season, 1 June to 30 November. Preparation for Hurricane Season commences prior to 1 June and is continuous until an evacuation is ordered by the Commanding General due to an impending storm or until the end of the Hurricane Season. If an evacuation is ordered, the Bn's focus is to ensure the safety and the lives of all personnel assigned. If damage from the storm does not permit the return of the recruits to MCRD PI for an extended period, a Continuing Operations Plan (COOP) will be put into effect at MCLB Albany and Camp Blanding, Florida, and will remain in effect until operations can be resumed at MCRD PI. The tasks outlined below are affiliated with Hurricane Conditions and the potential Strike of the Hurricane timeline. The generic hurricane timeline is at figure 1-1. The tasks cover the preparation, evacuation and the return/recovery of MCRD PI.

3. Tasks that are Required to be Completed Prior to June 1a. All Companies, Staff Sections

- (1) Per Enclosure (2), assign all personnel to each element.
- (2) Submit evacuation rosters to the S-1. During hurricane season, rosters are required to be updated by close of business each Friday.
- (3) Submit Equipment Density List (EDL) to S-4.
- (4) Maintain accountability of the evacuation plans of all personnel.
- (5) Ensure all personnel attend a disaster preparedness brief.
- (6) Ensure all personnel develop an individual destructive weather plan.

b. S-3

- (1) Develop and publish a plan that delineates the Battalion's actions for disaster preparation and response.
- (2) Conduct a Rehearsal of Concept (ROC) drill prior to the Depot practical application exercise in order to validate internal procedures.
- (3) Assign two Marines to serve as EOC watch-standers throughout destructive weather operations.
- (4) Conduct Operational Risk Management (ORM) assessments in accordance with MCO 3500.27B and submit assessments to the Force Preservation Officer for review.

c. S-4

- (1) Identify requirements for Transportation of Things (TOT) & Transportation of Personnel (TOP) to G-4.
- (2) Identify to G-6 ADPE to be deployed.
- (3) Identify Boats and Boat Teams that will be moved to Beaufort Naval Hospital in the event of an evacuation.

4. Tasks that are to be Completed at Condition IV (Strike-72). Condition IV identifies that sustained winds in excess of 58 miles per hour or greater associated with a tropical system are anticipated at Parris Island within 72 hours.

a. All Companies, Staff Sections

- (1) Ensure all essential operating data from hard drives is backed up to the shared drive.
- (2) Start preparation for destructive weather in your respective areas. Under the direction of S-4, commence TOT pack out of vehicles scheduled for MCLB Albany.
- (3) Secure loose item such as trash cans, outdoor furniture, and unconfined objects inside or attach them firmly to the ground.

(4) Confirm disaster supply kits/hurricane evacuation lockers are fully stocked.

(5) Ensure evacuation rosters are current and submitted to S-1.

(6) Ensure advance party personnel are identified per Enclosure (2).

(7) Strike-71. Suspend all training aboard Parris Island.

b. S-1. Provide personnel to EOC per Enclosure (2).

c. S-4

(1) Capture and track hurricane contingency costs using the Financial Information Pointer (FIP) and Special Interest Code (SIC) published by the Comptroller.

(2) Coordinate MHE support to move ISOs and Waterbulls to designated sites for easy loading onto TTs.

(3) Activate UMCC/UMA.

(a) Begin staging UMCC/UMA gear.

(b) Set up check-points/traffic control points (WFTBn proper and Page Field).

(c) Set up Marshalling/Staging Area (WFTBn Parade Deck).

(d) Test all HurEvac radios and set issue to the convoy and UMCC teams.

(e) Send designated WFTBn representative to DMCC at Main Parade Deck.

(f) Verify placards, check-lists, EDLs and load-plans.

(g) Verify all TT Playbooks and UMCC Playbooks.

(4) In conjunction with Depot Force Protection Office, coordinate with companies and sections to secure HAZMAT.

(5) Strike-71 (S-4 continued).

(a) Commence MCLB Albany convoy TOT pack-out, staging all loaded vehicles at the WFTBn Parade Deck.

(b) Prepare MCLB Albany convoy for movement; deploy convoy NLT Strike-40.

1. Placard all vehicles and annotate final destination.

2. Ensure safety equipment and rations in all vehicles.

3. PM all vehicles.

4. Verify load plan for each vehicle.

5. Verify secondary communications plan (cell phones) and distribute copies to all convoy personnel, S-3, S-4 and S-1.

(c) Prepare Small Craft Section for evacuation to NHB.

1. Recover boats launched on the water.

2. Refuel trucks and boats.

3. Designated boat teams to move WFTBn boats, trailers, gear and trucks to NHB NLT Strike - 36.

(d) Prepare ISOs and Waterbulls for movement to designated sites for easy loading onto TTs.

1. Fill all waterbulls with water.

2. Coordinate with G-4 for MHE support to move ISOs and Waterbulls.

(e) Coordinate with Depot Motor T for one augmented Stake Bed truck for MCLB Albany convoy.

(f) Ensure all GME assets and generators are fueled.

(g) Coordinate with Depot Motor T for movement of golf carts and Range Towers to secure locations (AWTF).

(h) Call FMEO to empty all Port-a-Johns.

(i) Ensure ADVON personnel are prepared to join H&S Bn's (Facilities Maintenance) for departure NLT Strike - 36, and attend MCLB Albany advance party confirmation brief with H&SBn.

(j) Recover all live ammunition from the ranges and secure in the ASP.

(k) Recover all dunnage from the ranges and secure in the Ammo Shed.

(6) Strike-71 (S-6)

(a) Recover all communications assets from the Ranges and Page Field.

(b) Complete an ELMR CMR inventory; pack and stage radio assets.

(c) Set aside the HurEvac radios for the convoy and UMCC teams.

(d) Assist the ranges with packing the range speaker systems.

(e) Distribute protective gear to all sections for their Remain Behind Assets (pre-designated computers, printers, etc).

5. Tasks that are to be Completed at Strike-64

a. Advance Party departs.

b. S-4

(1) Re-verify all POVs to be staged at MCAS Beaufort and ensure all personnel have required documentation, paperwork, insurance, etc.

(2) Verify all strip-maps and Playbooks for the MCLB Albany Convoy.

(3) S-4 personnel on Advance Party will link up with Albany DMCC to coordinate receipt of WFTBn tractor trailers.

c. S-6. Coordinate with all sections to move all non-essential equipment to the top deck and Hurricane-Proof the assets. This includes securing cable lots, compounds, windows, etc.

5. Tasks that are to be Completed at Condition III (Strike-48). This is when destructive sustained winds in excess of 58 miles per hour or greater associated with a tropical system are anticipated at Parris Island within 48 hours.

a. All Companies, Staff Sections

(1) Prepare remain behind computers for destructive weather.

(2) Under the direction of S-4, complete TOT pack out, stage vehicles and flat bed trailers.

(3) Release Albany Main Body (MB) at strike-48; link-up at MCLB Albany no later than Strike+24 and commence training area set-up, after reporting to DMCC Albany and Headquarters Commandant.

(4) Release Blanding MB at strike-40. On order, link-up at Camp Blanding. Be prepared to commence range set-up by strike+48.

c. S-4

(1) Complete TOT pack-out, stage vehicles and tractor trailers at UMA (WFTBn Parade Deck).

(a) Placard vehicles with final destination.

(b) Ensure proper playbooks distributed to correct TTs.

(c) Verify EDLs and load-plans onto proper TTs.

(d) Ensure loading of 8 waterbulls for follow movement to Blanding.

(2) Receive MREs from G-4 at UMA (Unit Marshalling Area) for distribution to Convoy, Small Craft Section and ADVON personnel.

(3) Board up windows of buildings as necessary.

(4) On order from DMCC, launch Tractor Trailers to MCLB Albany.

(5) Strike-40

(a) Notify Battalion when G-4 decides to close chow-hall and all services.

(b) Deploy 1st Serial of Convoy to MCLB Albany.

(6) Strike-36

(a) Move boats, trucks, gear and boat-teams to BNH. Small Craft Section will report to RBE OIC (Depot Facilities Maintenance Officer).

(b) Close the UMCC and launch 2nd Serial of Convoy to MCLB Albany.

d. S-6

(1) Verify the proper packing and security of all S-6 assets on the MCLB Albany convoy.

(2) Coordinate with G-6 to shut down servers pertaining to the Ranges and Page Field.

6. Tasks that are to be Completed at Condition II. This is when destructive sustained winds in excess of 58 miles per hour or greater associated with a tropical system are anticipated at Parris Island within 24 hours.

a. All Companies, Staff Sections. Complete evacuation ensuring strict accountability of all personnel; report status of evacuation to S-3.

b. S-3. Report status of evacuation to EOC.

7. Tasks that are to be Completed at Condition I. This is when Destructive sustained winds in excess of 58 miles per hour or greater associated with a tropical system are anticipated at Parris Island within 12 hours. All Companies, Staff Sections.

a. Take action as directed.

b. If decision is made not to evacuate, ensure all personnel and gear are safeguarded in upper decks of the barracks.

c. If required, be prepared to support continuing operations at MCLB Albany, GA and Camp Blanding, FL.

8. Tasks that are to be Completed at Condition V. This is when the threat has passed assessment and recovery operations have commenced.

a. All Companies, Staff Sections

(1) Take action as directed.

(2) Be prepared to activate and return damage recovery teams internal to your companies/sections to commence recovery of the areas in which you are responsible for and occupy.

b. Small Craft Section. Take action as directed by RBE OIC for damage assessment and recovery operations.

## CHAPTER 3

ORGANIZATION AND RESPONSIBILITIES1. GENERAL

a. AC/S G-3 - will establish all hurricane conditions of readiness as directed by the Commanding General and as coordinated with the Marine Corps Air Station, Beaufort and the Beaufort County Emergency Operations Center. The AC/S G-3 will disseminate this information through the EOC. The EOC is the only section authorized to establish hurricane conditions for the Depot. Staff sections and subordinate commands will ensure compliance with assigned responsibilities and notify the EOC of task accomplishment. The EOC will activate on order and assume operational control of the Depot during all natural disasters and recovery operations. For weather terms and condition definitions, see Chapter 1 of this order.

b. Emergency Operation Center (EOC) - coordinates all Depot destructive weather preparations, maintaining graphic plots of destructive weather, effecting voice radio communications with subordinate commands, and when directed by the Commanding General, initiates emergency reaction and evacuation procedures and recovery operations. S-3 will staff two EOC watchstanders when the EOC is activated.

2. Organization for Evacuation. The organization for the evacuation is contained in enclosure (2) of this order. This enclosure addresses the elements of this command that are required in order to relocate mission-essential equipment, materiel and personnel, in order to effectively resume recruit training off-site. Adherence to this organization is critical in order to ensure strict accountability is maintained before, during and post natural disaster. When the depot evacuation is ordered, each member of the Command will be assigned to one of the following elements:

Element		Safe-haven location	Mode of transport
Advance Party *		MCLB Albany, GA	POV
Albany Convoy *		MCLB Albany, GA	Government vehicles
Blanding Convoy *		MCLB Albany, GA	Government vehicles
Albany Main Body		Individual-specific	POV
Blanding Main Body		Individual-specific	POV
RBE	Small Craft Section *	Beaufort Naval Hospital	Small Craft
	EOC watch officers *	EOC, building 144	N/A

\* denotes emergency personnel

## Chapter 4

MOVEMENT PLAN FOR EVACUATION OF TRAINERS, SUPPORT PERSONNEL AND EQUIPMENT1. General

a. Purpose. To provide guidance for the movement of Marines, and support personnel in the evacuation from MCRD, Parris Island, South Carolina, to a designated safe-haven as directed by the Commanding General.

b. Concept of Operations. The Command will establish the Unit Movement Control Center (UMCC) under the staff cognizance of the S-4, at strike - 72hrs. The UMCC will coordinate, supervise, and control the staging of gear, marshalling, and verification of load-plans. The UMCC will coordinate directly with the Depot Movement Control Center (DMCC), located at the EOC. The UMCC will close strike - 36hrs.

2. Tasks (S-4)

a. Establish and provide personnel for a UMCC in order to coordinate and control the movement of support assets to the safe haven.

b. Develop a detailed plan for embarkation and movement of equipment.

c. Coordinate plans with AC/S, G-4.

d. Identify transportation shortfalls to AC/S, G-4.

e. Provide copies of vehicle manifests to the DMCC.

3. Supply and Distributiona. Vehicle Allocation

(1) Upon movement of tractor-trailers to MCRD, Parris Island, they will be distributed as follows:

	Section	Co.	Cargo	Destination
1	FTP	FTC	ISO #1	Albany
2	Supply	H&S	ISO #2	Albany
3	MTU	H&S	ISO #3	Albany
4	MTU	H&S	ISO #4	Albany
5	FTC	FTC	(4) Gators	Albany
6	Supply	H&S	ISO #5	Blanding
7	Supply	H&S	ISO #6	Blanding
8	Target Factory	H&S	ISO #7	Blanding
9	Target Factory	H&S	ISO #8	Blanding
10	Target Factory	H&S	ISO #9	Blanding
11	FFP	FTC	ISO #10	Blanding
12	MTU	H&S	ISO #11	Blanding
13	S-4	H&S	ISO #12 and Embark box 1-4	Blanding
14	Ammo	FTC	Fork Lifts 292912 and 292921	Blanding

15	Target Factory	H&S	Tiger MC292849 & carts	Blanding
16	Target Factory	H&S	Tiger system & carts	Blanding
17	FTP	FTC	Water Bulls 292901,292902,292903, 292904,292905,292906,292907,292908	Blanding
18	FTP	FTC	Water Bulls 292913, 292914, (1) Gator	Blanding
19	FTP	FTC	(6) Gators	Blanding
20	Range Co	RAN	(2) Range Towers	Blanding
21	FTP	FTC	(1)Range Tower	Blanding

(2) Organic rolling stock will be distributed as follows:

	Section	Company	Tag #	Vehicle Type	Destination
1	S-1	H&S	G422712B	10 PAX Van	Blanding
2	S-1	H&S	G6117334	Jeep Liberty	Blanding
3	FTP	FTC	G410979D	Colorado (P/U)	Blanding
4	FTP	FTC	G415351B	Colorado (P/U)	Blanding
5	FTP	FTC	G4172908	Blue S-10 (p/u)	Blanding
6	AMMO	H&S	G7117731	3-ton Stake Bed	Blanding
7	S-4	H&S	G4172955	Range, Silver	Blanding
8	FTP	H&S	G4172949	Ranger, Black	Blanding
9	G-4	---	---	Stake Bed	Blanding
10	SUPPLY	H&S	G421099G	Ford F-150 (P/U)	Blanding
11	MTU	H&S	G422473B	Van	Albany
12	MAINT	H&S	G432672B	1.5 ton Stake Bed	Albany
13	FFP	FTC	G432160G	Ford F-350 (P/U)	Albany
14	FTP	FTC	G4326618	1-ton Stake Bed	Albany
15	FTP	FTC	G422714B	Silverado (P/U)	Albany

b. Petroleum, Oils, and Lubricants (POL). There will be no POL resupply traveling with the convoy. Each serial will report to the refuel point for refueling. Every government vehicle will be refueled regardless of amount left in tanks. Emergency refueling can be conducted enroute utilizing the government credit cards issued to the serial/march unit commanders.

#### 4. Maintenance

a. Vehicle recovery efforts will be the responsibility of Depot Motor Transport Division from Parris Island to the I95/82 West interchange. Vehicle recovery west of I95 will be the responsibility of MCLB Albany.

b. When and where feasible, disabled vehicles should pull to the shoulder of the road or into an area that will allow safe maintenance and offload of personnel.

c. Minor repairs can be obtained at the refuel point at the ARMCO's discretion.

5. Command and Control. The OIC, DMCC/Convoy Control Officer will assume operational control of the convoy.

6. Evacuation Routes. The routes in the following figures are the planned

routes for the execution of the evacuation of MCRD PI. These routes can be altered in order to accommodate established state and federal traffic.

- a. Figure 4-1 illustrates the route from Parris Island to MCLB Albany.

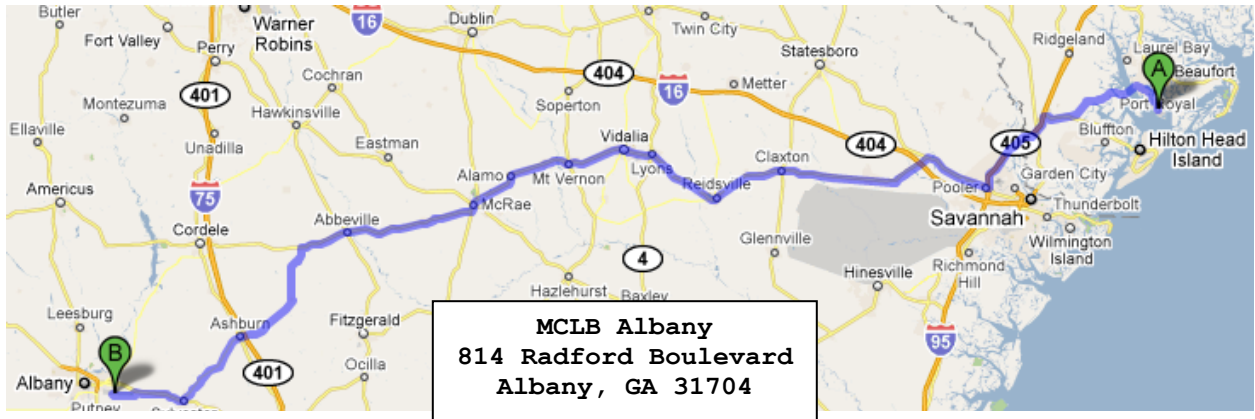


Figure 4-1

- b. Figure 4-2 illustrates the route from MCLB Albany to Camp Blanding.

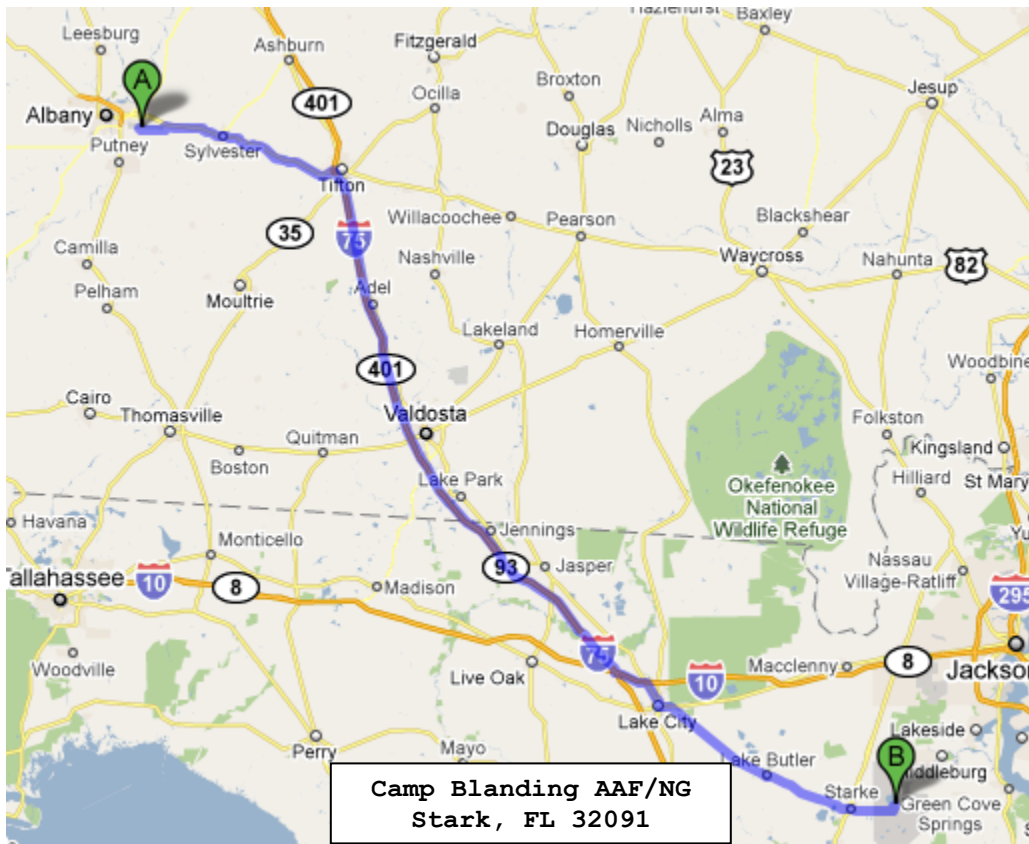


Figure 4-2

Chapter 5

Coordination of Evacuation with Beaufort County

1. General. Coordination with Beaufort County is critical to ensure a safe, timely, and efficient evacuation of the Depot. Prior to Hurricane Season, 1 June, AC/S G-3 will conduct a planning meeting with Beaufort County Emergency Management Director. The purpose of these meetings is as follows:

a. Identify to Beaufort County any changes/update to Parris Island's evacuation plan.

b. Review changes to Beaufort County/State evacuation plan.

c. Review and update current MOUs with Beaufort County.

d. Confirm Beaufort County support for Parris Island's evacuation plan.

(1) Ensure HURREVAC program is updated with latest version.

(2) Verify planned evacuation routes to MCLB Albany are coordinated with all local and state officials to include SC and GA. Additionally verify planned police escort support.

(3) Verify planned civilian evacuation routes.

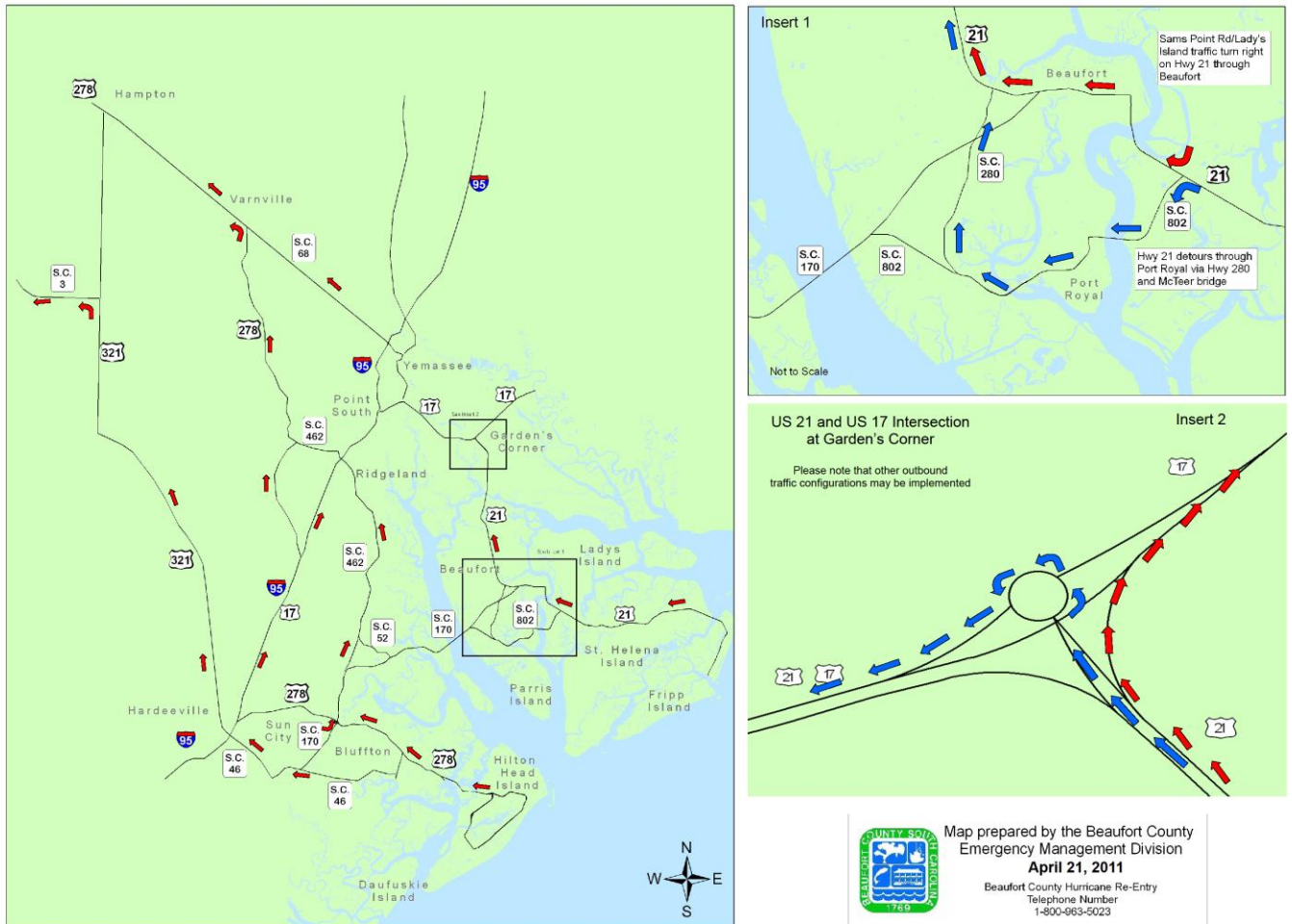
(4) Confirm Beaufort County Battle Rhythm once a Named Storm threatens the AOR.

2. Evacuation

a. As outlined in Chapter 1, the Governor of South Carolina may order a mandatory evacuation of the area expected to be impacted by a hurricane. Such an evacuation will have significant implications for decision makers aboard the Depot, as evacuation routes leading away from the area will be clogged with local residents fleeing the hurricane. Additionally, local authorities may restrict egress over commonly used routes, for example, as a hurricane landfall appears imminent, the Broad River Bridge will be closed to civilian traffic. Constant coordination with County authorities is required to ensure that the bus convoy evacuating recruits to MCLB Albany is not hindered by civilian evacuation.

b. Figure 5-1 illustrates Beaufort County evacuation routes.

BEAUFORT COUNTY EVACUATION ROUTES



Map prepared by the Beaufort County  
Emergency Management Division  
**April 21, 2011**  
Beaufort County Hurricane Re-Entry  
Telephone Number  
1-800-963-5023

**IMPORTANT!**  
Motorists should not use the I-95 to I-26 route to get to Columbia, because that roadway is reserved to evacuate the Charleston area. Motorists should go to Orangeburg via US 21 before getting on I-26. Or take SC 68 to Fairfax and then SC 321 to Columbia. Also, I-16 is reserved for Savannah area evacuees, so motorists heading for Atlanta should take SC 278 to Augusta, GA, then take I-20 east.

**NORTHERN ROUTES**  
Follow US 21 to Yemassee. Motorists going to Columbia, Spartanburg or Greenville areas should take US 21 to I-26 in Orangeburg. Motorists heading to Aiken/Augusta areas should take SC 68 to Hampton, then SC 69 and US 278 into the Augusta area. Motorists heading south should take I-95.

**HILTON HEAD**  
When US 278 reaches SC 170, the left lane will be directed onto SC 170 south, to SC 46 which leads to I-95 and US 321 north up the Savannah River. The right lane will stay on US 278 leading to Allendale or I-95 north or south.

Figure 5-1

Chapter 6

RELOCATION PLAN TO BEAUFORT NAVAL HOSPITAL

1. General. The WFTBn Boat Teams, when ordered, will deploy to the Beaufort Naval Hospital in order to stage identified equipment and remain until Hurricane Condition V has been set by the EOC at Parris Island.
2. Billeting Spaces. The billeting spaces identified for the quartering of these teams have been identified by the Beaufort Naval Hospital, the location is the Auditorium located on the 2nd floor of the Hospital. The locations for the staging of the equipment are contained in the Memorandum of Understanding between MCRD and BNH.
3. Personal Security. Routine base security shall remain the responsibility of the BNH Security Department.
4. Communications. The Senior Facilities Maintenance Officer will mobilize with a full contingency of communications equipment (Cell phone and Lap Top Computer). In addition to those devices deployed by MCRD, BNH will make available telephones and assist in computer network access.

Chapter 7

EMERGENCY AND NON-EMERGENCY PERSONNEL PROCEDURES

1. S-1 will submit to the G-1, on the first and third Wednesday of each month during hurricane season, a roster of all emergency and non-emergency military personnel. The roster will include the individuals rank, full name, SSN, MOS, section, work phone number, home address and phone number, element and billet assignment if emergency, evacuation address and phone number if non-emergency. Additionally, the roster will be organized by element (if emergency) and in alphabetical order.
2. S-1 will submit to the G-1, on the first and third Wednesday of each month during hurricane season, a roster of all emergency and non-emergency civilian personnel. The roster will include the civilians' full name, SSN, section, work phone number, home address and phone number, element and billet assignment if emergency. Additionally, the roster will be listed by element (if emergency) and in alphabetical order.
3. The Commanding Officer of WFTBn will, in writing, inform Marines and civilians of their status as emergency personnel. Those who do not receive a written notice are considered non-emergency.

## TASK ORGANIZATION

	ADVANCE PARTY	CONVOY	ALBANY MB	BLANDING MB	RBE	BN TOTAL
H&S	8*	15*	20	39	12*	94
FTC	3*	14*	28	71	0	116
RANGE	2*	0	0	125	0	127
BN TOTAL	13*	29*	48	235	12*	337

\* denotes emergency personnel

	CO.	SECTION	BILLET	ELEMENT		CO.	SECTION	BILLET	ELEMENT
1	H&S	HQ	COMMANDING OFFICER	BLANDING MB	170	RANGE	STARLITE	COACH	BLANDING MB
2	H&S	HQ	EXECUTIVE OFFICER	BLANDING MB	171	RANGE	STARLITE	COACH	BLANDING MB
3	H&S	HQ	SERGEANT MAJOR	BLANDING MB	172	RANGE	STARLITE	COACH	BLANDING MB
4	H&S	HQ	COMPANY COMMANDER	BLANDING MB	173	RANGE	STARLITE	COACH	BLANDING MB
5	H&S	HQ	EXECUTIVE OFFICER	BLANDING MB	174	RANGE	STARLITE	COACH	BLANDING MB
6	H&S	HQ	COMPANY 1STSGT	BLANDING MB	175	RANGE	STARLITE	COACH	BLANDING MB
7	H&S	HQ	COMPANY GYSGT	BLANDING MB	176	RANGE	STARLITE	COACH	BLANDING MB
8	H&S	S-1	ADMIN CHIEF	BLANDING MB	177	RANGE	STARLITE	COACH	BLANDING MB
9	H&S	S-1	ADMIN/LEGAL CLERK	ADV. PARTY	178	RANGE	STARLITE	COACH	BLANDING MB
10	H&S	S-1	ADMIN CLERK	CONVOY	179	RANGE	STARLITE	COACH	BLANDING MB
11	H&S	S-1	MAIL CLERK	CONVOY	180	RANGE	STARLITE	COACH	BLANDING MB
12	H&S	S-1	CHAPLAIN	BLANDING MB	181	RANGE	INCHON	PLT CDR	BLANDING MB
13	H&S	S-3	S-3 OFFICER	BLANDING MB	182	RANGE	INCHON	PLT SGT/LINE NCO	BLANDING MB
14	H&S	S-3	S-3A	ADV. PARTY	183	RANGE	INCHON	ASST PLT SGT	BLANDING MB
15	H&S	S-3	CRO	BLANDING MB	184	RANGE	INCHON	TOWER NCO (INSTR)	BLANDING MB
16	H&S	S-3	SAFETY SPEC.	BLANDING MB	185	RANGE	INCHON	ASST TOWER NCO	BLANDING MB
17	H&S	S-3	OPS CHIEF	BLANDING MB	186	RANGE	INCHON	BLOCK NCO (INSTR)	BLANDING MB
18	H&S	S-3	TRAINING SNCO	RBE	187	RANGE	INCHON	BLOCK NCO (INSTR)	BLANDING MB
19	H&S	S-3	SCHEDULING SNCO	RBE	188	RANGE	INCHON	BLOCK NCO (INSTR)	BLANDING MB
20	H&S	S-3	SCHEDULING NCO	BLANDING MB	189	RANGE	INCHON	BLOCK NCO (INSTR)	BLANDING MB
21	H&S	S-3	STATS CLERK	CONVOY	190	RANGE	INCHON	BLOCK NCO (INSTR)	BLANDING MB
22	H&S	S-3	STATS CLERK	CONVOY	191	RANGE	INCHON	PIT NCO (INSTR)	BLANDING MB
23	H&S	S-4	S-4 OFFICER	BLANDING MB	192	RANGE	INCHON	ASST PIT NCO	BLANDING MB
24	H&S	S-4	S-4 CHIEF	ADV. PARTY	193	RANGE	INCHON	AMMUNITION INSTR	BLANDING MB
25	H&S	S-4	BKS/GRNDS NCO	ADV. PARTY	194	RANGE	INCHON	COACH	BLANDING MB
26	H&S	SUPPLY	SUPPLY NCO	BLANDING MB	195	RANGE	INCHON	COACH	BLANDING MB
27	H&S	SUPPLY	SUPPLY ADMIN CLERK	ADV. PARTY	196	RANGE	INCHON	COACH	BLANDING MB
28	H&S	SUPPLY	BUDGET/FISCAL NCO	CONVOY	197	RANGE	INCHON	COACH	BLANDING MB
29	H&S	SUPPLY	REQ./WHSE CLERK	CONVOY	198	RANGE	INCHON	COACH	BLANDING MB
30	H&S	AMMO	AMMO CHIEF	BLANDING MB	199	RANGE	INCHON	COACH	BLANDING MB
31	H&S	AMMO	AMMO TECH.	CONVOY	200	RANGE	INCHON	COACH	BLANDING MB
32	H&S	AMMO	AMMO TECH.	CONVOY	201	RANGE	INCHON	COACH	BLANDING MB
33	H&S	AMMO	AMMO TECH.	CONVOY	202	RANGE	INCHON	COACH	BLANDING MB
34	H&S	AMMO	AMMO TECH.	BLANDING MB	203	RANGE	INCHON	COACH	BLANDING MB
35	H&S	BOATS	BOAT SECT. CHIEF	RBE	204	RANGE	INCHON	COACH	BLANDING MB
36	H&S	BOATS	TOWER/BOAT WATCH	RBE	205	RANGE	INCHON	COACH	BLANDING MB
37	H&S	BOATS	TOWER/BOAT WATCH	RBE	206	RANGE	INCHON	COACH	BLANDING MB
38	H&S	BOATS	TOWER/BOAT WATCH	RBE	207	RANGE	INCHON	COACH	BLANDING MB
39	H&S	BOATS	TOWER/BOAT WATCH	RBE	208	RANGE	INCHON	COACH	BLANDING MB
40	H&S	BOATS	TOWER/BOAT WATCH	RBE	209	RANGE	INCHON	COACH	BLANDING MB
41	H&S	BOATS	TOWER/BOAT WATCH	RBE	210	RANGE	INCHON	COACH	BLANDING MB
42	H&S	BOATS	TOWER/BOAT WATCH	RBE	211	RANGE	INCHON	COACH	BLANDING MB
43	H&S	BOATS	BOAT REPAIRMAN	RBE	212	RANGE	INCHON	COACH	BLANDING MB
44	H&S	BOATS	BOAT REPAIRMAN	RBE	213	RANGE	INCHON	COACH	BLANDING MB
45	H&S	MAINT.	MAINTENANCE CHIEF	BLANDING MB	214	RANGE	INCHON	COACH	BLANDING MB
46	H&S	MAINT.	NCOIC, TGT FACTORY	BLANDING MB	215	RANGE	INCHON	COACH	BLANDING MB
47	H&S	MAINT.	CARPENTER	CONVOY	216	RANGE	INCHON	COACH	BLANDING MB
48	H&S	MAINT.	CARPENTER	CONVOY	217	RANGE	INCHON	COACH	BLANDING MB
49	H&S	MAINT.	CARPENTER	CONVOY	218	RANGE	INCHON	COACH	BLANDING MB
50	H&S	MAINT.	CARPENTER	BLANDING MB	219	RANGE	INCHON	COACH	BLANDING MB
51	H&S	MAINT.	CARPENTER	BLANDING MB	220	RANGE	INCHON	COACH	BLANDING MB

52	H&S	MAINT.	PAINTER	BLANDING MB	221	RANGE	INCHON	COACH	BLANDING MB
53	H&S	MAINT.	MOTOR V. OPERATOR	CONVOY	222	FTC	HQ	COMPANY COMMANDER	BLANDING MB
54	H&S	MTU	CHIEF INSTRUCTOR	ADV. PARTY	223	FTC	HQ	COMPANY 1STSGT	BLANDING MB
55	H&S	MTU	PMI SENIOR INSTR	ADV. PARTY	224	FTC	HQ	OPS CHIEF	BLANDING MB
56	H&S	MTU	PMI	ADV. PARTY	225	FTC	HQ	TRAINING NCO	BLANDING MB
57	H&S	MTU	PMI	CONVOY	226	FTC	FFP	PLT CDR	BLANDING MB
58	H&S	MTU	PMI	CONVOY	227	FTC	FFP	SECTION LEADER	BLANDING MB
59	H&S	MTU	PMI	ALBANY MB	228	FTC	FFP	SECTION LEADER	BLANDING MB
60	H&S	MTU	PMI	ALBANY MB	229	FTC	FFP	LINE SNCO	BLANDING MB
61	H&S	MTU	PMI	ALBANY MB	230	FTC	FFP	LINE SNCO	BLANDING MB
62	H&S	MTU	PMI	ALBANY MB	231	FTC	FFP	TOWER NCO	BLANDING MB
63	H&S	MTU	PMI	ALBANY MB	232	FTC	FFP	TOWER NCO	BLANDING MB
64	H&S	MTU	PMI	ALBANY MB	233	FTC	FFP	ASST TOWER NCO	BLANDING MB
65	H&S	MTU	PMI	ALBANY MB	234	FTC	FFP	PIT NCO	BLANDING MB
66	H&S	MTU	PMI	ALBANY MB	235	FTC	FFP	ASST PIT NCO	BLANDING MB
67	H&S	MTU	PMI	ALBANY MB	236	FTC	FFP	BLOCK NCO (INSTR)	BLANDING MB
68	H&S	MTU	PMI	ALBANY MB	237	FTC	FFP	BLOCK NCO (INSTR)	BLANDING MB
69	H&S	MTU	PMI	ALBANY MB	238	FTC	FFP	BLOCK NCO (INSTR)	BLANDING MB
70	H&S	MTU	PMI	BLANDING MB	239	FTC	FFP	BLOCK NCO (INSTR)	BLANDING MB
71	H&S	MTU	PMI	BLANDING MB	240	FTC	FFP	BLOCK NCO (INSTR)	BLANDING MB
72	H&S	MTU	PMI	BLANDING MB	241	FTC	FFP	BLOCK NCO (INSTR)	BLANDING MB
73	H&S	MTU	PMI	BLANDING MB	242	FTC	FFP	BLOCK NCO (INSTR)	BLANDING MB
74	H&S	MTU	PMI	BLANDING MB	243	FTC	FFP	BLOCK NCO (INSTR)	BLANDING MB
75	H&S	MTU	PMI	BLANDING MB	244	FTC	FFP	COACH	CONVOY
76	H&S	MTU	PMI	BLANDING MB	245	FTC	FFP	COACH	CONVOY
77	H&S	MTU	PMI	BLANDING MB	246	FTC	FFP	COACH	BLANDING MB
78	H&S	MTU	PMI	BLANDING MB	247	FTC	FFP	COACH	BLANDING MB
79	H&S	MTU	PMI	BLANDING MB	248	FTC	FFP	COACH	BLANDING MB
80	H&S	MTU	PMI	BLANDING MB	249	FTC	FFP	COACH	BLANDING MB
81	H&S	MTU	PMI	BLANDING MB	250	FTC	FFP	COACH	BLANDING MB
82	H&S	MTU	PMI	BLANDING MB	251	FTC	FFP	COACH	BLANDING MB
83	H&S	MTU	PMI	BLANDING MB	252	FTC	FFP	COACH	BLANDING MB
84	H&S	MTU	PMI	BLANDING MB	253	FTC	FFP	COACH	BLANDING MB
85	H&S	MTU	PMI	BLANDING MB	254	FTC	FFP	COACH	BLANDING MB
86	H&S	MTU	SNCOIC, INSTR SECT.	ALBANY MB	255	FTC	FFP	COACH	BLANDING MB
87	H&S	MTU	ISMT INSTRUCTOR	ALBANY MB	256	FTC	FFP	COACH	BLANDING MB
88	H&S	MTU	ISMT INSTRUCTOR	ALBANY MB	257	FTC	FFP	COACH	BLANDING MB
89	H&S	MTU	ISMT INSTRUCTOR	ALBANY MB	258	FTC	FFP	COACH	BLANDING MB
90	H&S	MTU	ISMT INSTRUCTOR	ALBANY MB	259	FTC	FFP	COACH	BLANDING MB
91	H&S	MTU	SCHOOLS INSTRUCTOR	ALBANY MB	260	FTC	FFP	COACH	BLANDING MB
92	H&S	MTU	SCHOOLS INSTRUCTOR	ALBANY MB	261	FTC	FFP	COACH	BLANDING MB
93	H&S	MTU	SCHOOLS INSTRUCTOR	ALBANY MB	262	FTC	FFP	COACH	BLANDING MB
94	H&S	MTU	SCHOOLS INSTRUCTOR	ALBANY MB	263	FTC	FFP	COACH	BLANDING MB
95	RANGE	HQ	COMPANY COMMANDER	BLANDING MB	264	FTC	FFP	COACH	BLANDING MB
96	RANGE	HQ	FIRST SERGEANT	BLANDING MB	265	FTC	FFP	COACH	BLANDING MB
97	RANGE	HQ	TRAINING NCO	ADV. PARTY	266	FTC	FFP	COACH	BLANDING MB
98	RANGE	HQ	TRAINING NCO	ADV. PARTY	267	FTC	FFP	COACH	BLANDING MB
99	RANGE	CHOSIN	PLT CDR	BLANDING MB	268	FTC	FFP	COACH	BLANDING MB
100	RANGE	CHOSIN	PLT SGT/LINE NCO	BLANDING MB	269	FTC	FFP	COACH	BLANDING MB
101	RANGE	CHOSIN	ASST PLT SGT	BLANDING MB	270	FTC	FFP	COACH	BLANDING MB
102	RANGE	CHOSIN	TOWER NCO (INSTR)	BLANDING MB	271	FTC	FFP	COACH	BLANDING MB
103	RANGE	CHOSIN	ASST TOWER NCO	BLANDING MB	272	FTC	FFP	COACH	BLANDING MB
104	RANGE	CHOSIN	BLOCK NCO (INSTR)	BLANDING MB	273	FTC	FFP	COACH	BLANDING MB
105	RANGE	CHOSIN	BLOCK NCO (INSTR)	BLANDING MB	274	FTC	FFP	COACH	BLANDING MB
106	RANGE	CHOSIN	BLOCK NCO (INSTR)	BLANDING MB	275	FTC	FFP	COACH	BLANDING MB
107	RANGE	CHOSIN	BLOCK NCO (INSTR)	BLANDING MB	276	FTC	FFP	COACH	BLANDING MB
108	RANGE	CHOSIN	BLOCK NCO (INSTR)	BLANDING MB	277	FTC	FFP	COACH	BLANDING MB
109	RANGE	CHOSIN	PIT NCO (INSTR)	BLANDING MB	278	FTC	FFP	COACH	BLANDING MB
110	RANGE	CHOSIN	ASST PIT NCO	BLANDING MB	279	FTC	FFP	COACH	BLANDING MB

111	RANGE	CHOSIN	AMMUNITION INSTR	BLANDING MB	280	FTC	FFP	COACH	BLANDING MB
112	RANGE	CHOSIN	COACH	BLANDING MB	281	FTC	FFP	COACH	BLANDING MB
113	RANGE	CHOSIN	COACH	BLANDING MB	282	FTC	FFP	COACH	BLANDING MB
114	RANGE	CHOSIN	COACH	BLANDING MB	283	FTC	FFP	COACH	BLANDING MB
115	RANGE	CHOSIN	COACH	BLANDING MB	284	FTC	FFP	COACH	BLANDING MB
116	RANGE	CHOSIN	COACH	BLANDING MB	285	FTC	FFP	COACH	BLANDING MB
117	RANGE	CHOSIN	COACH	BLANDING MB	286	FTC	FFP	COACH	BLANDING MB
118	RANGE	CHOSIN	COACH	BLANDING MB	287	FTC	FFP	COACH	BLANDING MB
119	RANGE	CHOSIN	COACH	BLANDING MB	288	FTC	FFP	COACH	BLANDING MB
120	RANGE	CHOSIN	COACH	BLANDING MB	289	FTC	FFP	COACH	BLANDING MB
121	RANGE	CHOSIN	COACH	BLANDING MB	290	FTC	FFP	COACH	BLANDING MB
122	RANGE	CHOSIN	COACH	BLANDING MB	291	FTC	FFP	COACH	BLANDING MB
123	RANGE	CHOSIN	COACH	BLANDING MB	292	FTC	FFP	MAINTENANCE NCO	BLANDING MB
124	RANGE	CHOSIN	COACH	BLANDING MB	293	FTC	FFP	MAINTENANCE NCO	BLANDING MB
125	RANGE	CHOSIN	COACH	BLANDING MB	294	FTC	FFP	PLATOON CLERK	BLANDING MB
126	RANGE	CHOSIN	COACH	BLANDING MB	295	FTC	FTP	PLATOON COMMANDER	ADV. PARTY
127	RANGE	CHOSIN	COACH	BLANDING MB	296	FTC	FTP	PLATOON SERGEANT	ALBANY MB
128	RANGE	CHOSIN	COACH	BLANDING MB	297	FTC	FTP	SECTION LEADER	ADV. PARTY
129	RANGE	CHOSIN	COACH	BLANDING MB	298	FTC	FTP	INSTRUCTOR	ADV. PARTY
130	RANGE	CHOSIN	COACH	BLANDING MB	299	FTC	FTP	MAINTENANCE NCO	CONVOY
131	RANGE	CHOSIN	COACH	BLANDING MB	300	FTC	FTP	SQUAD LEADER	CONVOY
132	RANGE	CHOSIN	COACH	BLANDING MB	301	FTC	FTP	ASST SQUAD LEADER	CONVOY
133	RANGE	CHOSIN	COACH	BLANDING MB	302	FTC	FTP	INSTRUCTOR	CONVOY
134	RANGE	CHOSIN	COACH	BLANDING MB	303	FTC	FTP	INSTRUCTOR	CONVOY
135	RANGE	CHOSIN	COACH	BLANDING MB	304	FTC	FTP	INSTRUCTOR	CONVOY
136	RANGE	CHOSIN	COACH	BLANDING MB	305	FTC	FTP	INSTRUCTOR	CONVOY
137	RANGE	CHOSIN	COACH	BLANDING MB	306	FTC	FTP	INSTRUCTOR	CONVOY
138	RANGE	CHOSIN	COACH	BLANDING MB	307	FTC	FTP	INSTRUCTOR	CONVOY
139	RANGE	CHOSIN	COACH	BLANDING MB	308	FTC	FTP	INSTRUCTOR	CONVOY
140	RANGE	STARLITE	PLT CDR	BLANDING MB	309	FTC	FTP	INSTRUCTOR	CONVOY
141	RANGE	STARLITE	PLT SGT/LINE NCO	BLANDING MB	310	FTC	FTP	INSTRUCTOR	CONVOY
142	RANGE	STARLITE	ASST PLT SGT	BLANDING MB	311	FTC	FTP	NBC INSTRUCTOR	ALBANY MB
143	RANGE	STARLITE	TOWER NCO (INSTR)	BLANDING MB	312	FTC	FTP	SQUAD LEADER	ALBANY MB
144	RANGE	STARLITE	ASST TOWER NCO	BLANDING MB	313	FTC	FTP	ASST SQUAD LEADER	ALBANY MB
145	RANGE	STARLITE	BLOCK NCO (INSTR)	BLANDING MB	314	FTC	FTP	INSTRUCTOR	ALBANY MB
146	RANGE	STARLITE	BLOCK NCO (INSTR)	BLANDING MB	315	FTC	FTP	INSTRUCTOR	ALBANY MB
147	RANGE	STARLITE	BLOCK NCO (INSTR)	BLANDING MB	316	FTC	FTP	INSTRUCTOR	ALBANY MB
148	RANGE	STARLITE	BLOCK NCO (INSTR)	BLANDING MB	317	FTC	FTP	INSTRUCTOR	ALBANY MB
149	RANGE	STARLITE	BLOCK NCO (INSTR)	BLANDING MB	318	FTC	FTP	INSTRUCTOR	ALBANY MB
150	RANGE	STARLITE	PIT NCO (INSTR)	BLANDING MB	319	FTC	FTP	INSTRUCTOR	ALBANY MB
151	RANGE	STARLITE	ASST PIT NCO	BLANDING MB	320	FTC	FTP	INSTRUCTOR	ALBANY MB
152	RANGE	STARLITE	AMMUNITION INSTR	BLANDING MB	321	FTC	FTP	INSTRUCTOR	ALBANY MB
153	RANGE	STARLITE	COACH	BLANDING MB	322	FTC	FTP	INSTRUCTOR	ALBANY MB
154	RANGE	STARLITE	COACH	BLANDING MB	323	FTC	FTP	INSTRUCTOR	ALBANY MB
155	RANGE	STARLITE	COACH	BLANDING MB	324	FTC	FTP	NBC INSTRUCTOR	ALBANY MB
156	RANGE	STARLITE	COACH	BLANDING MB	325	FTC	FTP	SQUAD LEADER	ALBANY MB
157	RANGE	STARLITE	COACH	BLANDING MB	326	FTC	FTP	ASST SQUAD LEADER	ALBANY MB
158	RANGE	STARLITE	COACH	BLANDING MB	327	FTC	FTP	INSTRUCTOR	ALBANY MB
159	RANGE	STARLITE	COACH	BLANDING MB	328	FTC	FTP	INSTRUCTOR	ALBANY MB
160	RANGE	STARLITE	COACH	BLANDING MB	329	FTC	FTP	INSTRUCTOR	ALBANY MB
161	RANGE	STARLITE	COACH	BLANDING MB	330	FTC	FTP	INSTRUCTOR	ALBANY MB
162	RANGE	STARLITE	COACH	BLANDING MB	331	FTC	FTP	INSTRUCTOR	ALBANY MB
163	RANGE	STARLITE	COACH	BLANDING MB	332	FTC	FTP	INSTRUCTOR	ALBANY MB
164	RANGE	STARLITE	COACH	BLANDING MB	333	FTC	FTP	INSTRUCTOR	ALBANY MB
165	RANGE	STARLITE	COACH	BLANDING MB	334	FTC	FTP	INSTRUCTOR	ALBANY MB
166	RANGE	STARLITE	COACH	BLANDING MB	335	FTC	FTP	INSTRUCTOR	ALBANY MB
167	RANGE	STARLITE	COACH	BLANDING MB	336	FTC	FTP	INSTRUCTOR	ALBANY MB
168	RANGE	STARLITE	COACH	BLANDING MB	337	FTC	FTP	WAREHOUSE NCO	ALBANY MB
169	RANGE	STARLITE	COACH	BLANDING MB					

PRE-DEPLOYMENT CHECKLIST

*Families should work through these checklists together prior to deployment.*

**MEDICAL**

- \_\_\_\_\_ 1. Are all of non-deploying spouse's immunizations and those of their children up to date?
- \_\_\_\_\_ 2. Does non-deploying spouse know where their health and dental records and those of their children are kept?
- \_\_\_\_\_ 3. Does non-deploying spouse know how to access military medical facilities and TRICARE and other assistance personnel?
- \_\_\_\_\_ 4. Does non-deploying spouse know a reliable baby-sitter for emergencies?
- \_\_\_\_\_ 5. Are all family members enrolled in DEERS?  
Calling 1-800-538-9552 can check DEERS status.
- \_\_\_\_\_ 6. Are all exceptional family members enrolled in EFMP?

**FINANCIAL**

- \_\_\_\_\_ 1. Are spouses aware that money is an emotional topic and agreed to be patient and willing to compromise?
- \_\_\_\_\_ 2. Have spouses established who will write money checks, and on which accounts?
- \_\_\_\_\_ 3. Will the non-deploying spouse have money immediately available to them on a continuing basis during the service member's absence?
- \_\_\_\_\_ 4. Have spouses determined what types of allotments are needed?
- \_\_\_\_\_ 5. Has the service member initiated necessary allotments to be sent either directly to non-deploying spouse or to the bank monthly?
- \_\_\_\_\_ 6. Will the Allotments provide the non-deploying spouse enough money to buy all the necessities needed to maintain a household?
- \_\_\_\_\_ 7. Does the non-deploying spouse know the account numbers and the names and addresses of banks or credit unions in which the family has accounts?
- \_\_\_\_\_ 8. Does the non-deploying spouse know the toes of accounts that the family has?
- \_\_\_\_\_ 9. Does the non-deploying spouse know the location of the bank (checking, savings) books?
- \_\_\_\_\_ 10. Does the family have a safe deposit box, and does the non-deploying spouse know where the box is located and where the key is kept?

\_\_\_\_\_ 11. Have spouses developed a budget listing all monthly expenses and sources of income?

\_\_\_\_\_ 12. Have spouses budgeted for extra expenses that often accompany deployments, such as child care, long distance phone calls, postage, eating out, family outings...etc?

\_\_\_\_\_ 13. Are all both spouses' credit cards accounted for and are the account numbers recorded and kept in a safe place?

\_\_\_\_\_ 14. Does non-deploying spouse know the credit companies' addresses and telephone numbers? Remember you must notify the credit card company immediately if you lose a card or notice an unauthorized charge on your bill?

\_\_\_\_\_ 15. Is the non-deploying spouse prepared to take complete control over the family checking account, knows the balance at all times, and is careful to never write a check unless they are certain that there are sufficient funds in the bank?

\_\_\_\_\_ 16. Are spouses aware that in order to change the address, to which an allotment is mailed, the service member must write to?

MARINE CORPS FINANCE CENTER  
1500 Bannister Road  
Kansas City, MO 64197-0002

Navy  
DFAS/CL Code FMA  
1240 East 9<sup>th</sup> Street  
Cleveland, OH 44199

\_\_\_\_\_ 17. Does the non-deployment spouse know all the payments (bills) that must be paid, to whom payment must be made (including account numbers? Addresses and phone numbers) and how often bills must be paid for:

- a. House/Rent
- b. Telephone
- c. Water
- d. Electricity
- e. Trash collections
- f. Insurance (automobile, renter's/property, life)
- g. Taxes
- h. Gas/Oil (house)
- i. Credit cards
- j. Car payment
- k. Other debts

\_\_\_\_\_ 18. Does the non-deploying spouse know who to contact if an allotment check does not arrive?

- a. Give the check until the 10<sup>th</sup> day of the month; then,
- b. Marine spouses contact Disbursing (451-3666/7760).
- c. Navy spouses contact Navy Disbursing (451-3166/8998).

\_\_\_\_\_ 19. Does the non-deploying spouse understand what Direct Deposit is and how it works?

\_\_\_\_\_ 20. Do both spouses understand the pay changes that will occur during the deployment due to changes in Basic Allowance for Subsistence (COMRATS), Family Separation Pay, etc?

\_\_\_\_ 21. Has the family planned financially for emergencies by setting a plan of action to enable the non-deploying spouse to obtain money in the event an unexpected expense arises (major car repairs, money for emergency transportation, etc.)?

\_\_\_\_ 22. Has the service member signed and filed a Navy Marine Corps Relief Society pre-authorization card authorizing the non-deploying spouse to obtain an emergency loan from Navy Marine Corps Relief during the deployment?

**AUTOMOBILE/TRANSPORTATION**

\_\_\_\_ 1. Have spouses checked expiration dates for automobile requirements such as state inspection, license plates, and base stickers?

\_\_\_\_ 2. Have spouses discussed routine car maintenance and where to take the vehicle for repairs, tire, etc?

\_\_\_\_ 3. Do both spouses know the name and address of the company holding the lien (s) on the family vehicles(s)?

\_\_\_\_ 4. Does spouse have the vehicle's title(s) or know the location?

\_\_\_\_ 5. Does spouse have the vehicle's registration(s)?

\_\_\_\_ 6. Does spouse have the vehicle's insurance policy (ies) and insurance cards?

\_\_\_\_ 7. Does spouse know when and how to renew license plates?

\_\_\_\_ 8. Does spouse know when and how to renew the state vehicle inspection?

\_\_\_\_ 9. Are both spouses' insured to drive the vehicle(s)?

\_\_\_\_ 10. Does non-deploying spouse have a valid state drivers license? When does it expire?

\_\_\_\_ 11. Is the family's automobile in good operating conditions and does non-deploying spouse know where to go for repairs?

\_\_\_\_ 12. Does family have an extra set of keys and do both spouses know where they are?

\_\_\_\_ 13. Does the non-deploying spouse know how to make emergency car repairs if the situation arises? (I.e. overheating, flat tire, dead battery, etc.)?

\_\_\_\_ 14. If the non-deploying spouse is not licensed to drive, has the family made arrangements to have transportation available?

**HOUSING**

\_\_\_\_ 1. Does non-deploying spouse know the location and use of the following:

a. Electrical control box (fuse/circuit breakers) and how to replace fuses as required? \_\_\_\_\_

- b. Water control valve (to shut water off) in case of emergencies (broken or leaking pipes)? \_\_\_\_\_
- c. Gas control valve (for shutting gas off) in case of emergencies (leaking gas, fire smell of gas, etc.)? \_\_\_\_\_
- d. Name and phone number of electrician, plumber, etc. to call "as needed" for repairs? \_\_\_\_\_

**LEGAL/ADMINISTRATIVE**

- \_\_\_\_\_ 1. Are the family's military identification cards up-to-date and valid until after service member returns?
- \_\_\_\_\_ 2. Does non-deploying spouse know where and how to obtain new replacement military identification cards?
- \_\_\_\_\_ 3. Has the service member executed a power of attorney so the non-deploying spouse can take necessary action on important family matters during his or her absence?

**KEY VOLUNTEER INFORMATION**

- \_\_\_\_\_ 1. Does the non-deploying spouse know the name of her/his Key Volunteer?
- \_\_\_\_\_ 2. Does the non-deploying spouse have the Key Volunteer's phone number?
- \_\_\_\_\_ 3. Does the Key Volunteer know how to contact the non-deploying spouse? (Important: If the spouse should leave their current address for an extended visit to their parent's home, etc. or should they change their telephone number they should be sure to notify their Key Volunteer of the change.)
- \_\_\_\_\_ 4. Does the non-deploying spouse know the telephone number for the Family News Hot Line for regular deployment news updates, if one is available?

**COMMUNICATION IDEAS**

- \_\_\_\_\_ 1. In case of emergencies, does someone other than spouse at home know to contact the deploying service member through Red Cross (i.e. parent or other relatives)?
- \_\_\_\_\_ 2. Does this person have the services member's full name, social security number, rank and command address and name of deployed location?
- \_\_\_\_\_ 3. Does the spouse at home know how he/she will receive information about the command (i.e. though the unit newsletter, hotline or Key Volunteer phone tree)?
- \_\_\_\_\_ 4. Have spouses agreed on how bad news will be relayed and how often family members will write so that expectations will be realistic and understood?
- \_\_\_\_\_ 5. Have spouses agreed on the number and length of telephone calls, and how to pay for the calls?

\_\_\_\_\_ 6. Have spouses created duplicate calendars marked with special events, birthdays, anniversaries, school and community activities, etc. that can help keep the family even closer?

\_\_\_\_\_ 7. Do both spouses understand the deployment will require emotional adjustments and that communication and teamwork will be the key?

\_\_\_\_\_ 8. Does the company have your current e-mail address on file?

\_\_\_\_\_ 9. Does the company have your current call phone number on file?

\_\_\_\_\_ 10. Does the company have your current evacuation site contact information on file?

\_\_\_\_\_ 11. Does the company have your next of kin information on file?

\_\_\_\_\_ 12. Does your family have your deployed contact information and deployment address on file?

**CHILDREN & DEVELOPMENT**

\_\_\_\_\_ 1. Have spouses discussed and agreed upon children's discipline issues and established rules in advance for chores, homework, curfews, etc?

\_\_\_\_\_ 2. Has family planned interesting and fun ways for children to communicate with deployed parent?

\_\_\_\_\_ 3. Has family planned to keep the same routine and rules during deployment that were in effect before deployment?

\_\_\_\_\_ 4. Has the family created a map showing where the service member is going, using map pins to mark each place which shows the children where the parent has been?

\_\_\_\_\_ 5. Has family planned to allow the children to make their own cassettes to communicate privately with the deployed parent?

\_\_\_\_\_ 6. Has family developed a plan for he care and welfare of pets?

**VEHICLE MAINTENANCE CHECKLIST**

**TUNE-UP**

1. WHAT WAS THE MILEAGE AT THE LAST TUNE-UP? \_\_\_\_\_

2. WHERE WAS THE TUNE-UP DONE? \_\_\_\_\_ PH# \_\_\_\_\_

3. WHAT WAS THE COST OF THE TUNE-UP? \_\_\_\_\_

4. WAS IT GUARANTEED? \_\_\_\_\_ FOR HOW LONG? \_\_\_\_\_

5. WHEN SHOULD THE NEXT TUNE-UP BE DONE? \_\_\_\_\_

**OIL**

6. WHEN WAS THE LAST OIL CHANGE? \_\_\_\_\_

MILEAGE: \_\_\_\_\_

7. WHEN SHOULD THE NEXT OIL CHANGE BE DONE? \_\_\_\_\_ MILEAGE: \_\_\_\_\_

8. WHAT TYPE OF OIL? \_\_\_\_\_

9. WHAT TYPE OF FILTER? \_\_\_\_\_

**TIRES**

10. WHAT TYPE OF TIRES DOES THE CAR HAVE? \_\_\_\_\_

11. WHEN WERE THEY LAST BOUGHT? \_\_\_\_\_

12. IS THERE A GUARANTEE OR WARRANTY? \_\_\_\_\_  
WHERE IS THE WARRANTY LOCATED? \_\_\_\_\_  
HOW DOES THE GUARANTEE WORK? \_\_\_\_\_

13. WHERE WERE THE TIRES BOUGHT? \_\_\_\_\_

14. IF I BUY TIRES WHERE SHOULD I BUY THEM? \_\_\_\_\_

15. WHAT BRAND SHOULD BE BOUGHT? \_\_\_\_\_  
NEW OR RECAP? \_\_\_\_\_

**BATTERY**

16. HOW OLD IS THE BATTERY? \_\_\_\_\_  
WHAT IS THE LIFE OF THE BATTERY? \_\_\_\_\_

17. WHEN WAS IT BOUGHT? \_\_\_\_\_

18. IS THERE A GUARANTEE? \_\_\_\_\_ WHERE IS IT? \_\_\_\_\_

19. WHERE SHOULD A NEW BATTERY BE BOUGHT? \_\_\_\_\_

**OTHER MAINTENANCE**

20. WHAT ABOUT ANTIFREEZE? \_\_\_\_\_

21. WHEN WAS THE CAR LAST LUBRICATED? \_\_\_\_\_ DATE: \_\_\_\_\_

22. WHEN SHOULD IT BE LUBRICATED AGAIN? \_\_\_\_\_ MILEAGE: \_\_\_\_\_

23. WHERE SHOULD IT BE DONE? \_\_\_\_\_ PHONE: \_\_\_\_\_

24. MAJOR REPAIRS DONE IN THE LAST SIX MONTHS: \_\_\_\_\_

25. WERE THERE ANY GUARANTEES WITH THIS WORK? \_\_\_\_\_

26. IF A MAJOR REPAIR IS NEEDED, WHERE SHOULD I GO? \_\_\_\_\_  
WHO SHOULD I TALK TO? \_\_\_\_\_

27. WHERE ARE SPARE KEYS KEPT? \_\_\_\_\_  
WHERE ARE THE KEY NUMBERS IN CASE REPLACEMENTS NEED TO BE ORDERED FROM  
THE DEALER? \_\_\_\_\_

28. WHAT IS THE RESET CODE FOR THE CAR SOUND SYSTEM? \_\_\_\_\_

29. ANYTHING ELSE I SHOULD KNOW ABOUT THE CAR? \_\_\_\_\_

**IMPORTANT INFORMATION RECORD SHEETS**

**ABOUT THE MILITARY MEMBER**

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

SSN: \_\_\_\_\_ MOS: \_\_\_\_\_ EAS: \_\_\_\_\_

UNIT: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

SHIP DEPLOYED ON: \_\_\_\_\_

DATE OF RANK: \_\_\_\_\_

PAY ENTRY BASE DATE: \_\_\_\_\_

HOME OF RECORD: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

DRIVERS LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

**SAFETY DEPOSIT BOX**

BANK OR TRUST COMPANY \_\_\_\_\_

LOCATED AT \_\_\_\_\_

**VEHICLE INFORMATION**

MAKE (S) 1. \_\_\_\_\_ 2. \_\_\_\_\_

MODEL (S) 1. \_\_\_\_\_ 2. \_\_\_\_\_

YEAR (S) 1. \_\_\_\_\_ 2. \_\_\_\_\_

VEHICLE IDENTIFICATION NUMBER (S) 1. \_\_\_\_\_

2. \_\_\_\_\_

STATE REGISTRATION 1. \_\_\_\_\_

2. \_\_\_\_\_

**LOCATIONS OF IMPORTANT RECORDS**

**FAMILY RECORDS**

BIRTH CERTIFICATES WIFE \_\_\_\_\_

HUSBAND \_\_\_\_\_

CHILDREN \_\_\_\_\_

NATURALIZATION PAPERS WIFE \_\_\_\_\_

HUSBAND \_\_\_\_\_

CHILDREN \_\_\_\_\_

MARRIAGE CERTIFICATE \_\_\_\_\_

PRIOR DIVORCE PAPERS/DEATH CERTIFICATES \_\_\_\_\_

ADOPTION PAPERS \_\_\_\_\_

OTHER (BAPTISM ETC.) \_\_\_\_\_

**OTHER IMPORTANT PAPERS**

WILL \_\_\_\_\_

POWER OF ATTORNEY \_\_\_\_\_

**INCOME TAX RECORDS**

FEDERAL RETURNS \_\_\_\_\_

STATE RETURNS \_\_\_\_\_

CITY RETURNS \_\_\_\_\_

**INSURANCE POLICIES**

AUTOMOBILE \_\_\_\_\_

POLICY NO. \_\_\_\_\_

COMPANY \_\_\_\_\_

LIFE \_\_\_\_\_

POLICY NO. \_\_\_\_\_

COMPANY \_\_\_\_\_

PROPERTY \_\_\_\_\_

POLICY NO. \_\_\_\_\_

COMPANY \_\_\_\_\_

MEDICAL \_\_\_\_\_

POLICY NO. \_\_\_\_\_

COMPANY \_\_\_\_\_