

A MARINE'S GUIDE TO SURVIVING DEPLOYMENT

Just the
important stuff



The Marine's Guide to Surviving Deployment is a consolidation of all the information the Command, Family Readiness Officer, HQMC, and EVERYone else has been throwing at you since hearing you were set to deploy.

By now you've probably sat through about a hundred safety briefs and while I'm sure you were paying attention each and every time. So this booklet is just a reminder should you or your families have any questions.

For further assistance your FRO is always there to help.

You Family Readiness Officer:	Gisela Lemon
Work Number:	760-830-9363
Mobile Number	760-957-6623
Email Address:	gisela.lemon@usmc.mil
Website	www.3maw.usmc.mil/macg38/vmu3

Marine Comfort Food.

You may or may not have all of these ingredients included in your case of MREs

Baghdad Chili

Ingredients:

- 1 Grilled Beef Steak package (heated)
- 1 Western Style Beans package (heated)
- 1 Package of Crackers
- 1 Package of Red Pepper

Directions:

- 1. Break Beef Steak into desired chunks then add western style beans.
- 2. Mix, but do not pour out Beef Steak sauce before mixing.
- 3. Crush crackers and add them to the dish.
- 4. And to complete your creation, add red pepper and seasoning from accessory pack to taste. Enjoy

Table of Contents

Pre-Deployment Checklist, Short Version	4
Home Security	5
Financial Planning	6
IPAC & Savings Deposit Plan	7
Mail & Care Packages	9
American Red Cross	11
Troop Tube	12
Appendix A: Detailed Checklists	13
Appendix B: Family Care Plan	15



The Pre-Deployment Checklist, Short Version

For a more detailed, thorough checklist that includes tracking all your important

Legal Stuff/ Squadron paperwork

- o Power of Attorney & Wills
- o ID Cards/ DEERS updated
- o Copies of deployment orders
- o RED (Record of Emergency Data) correct
- o CACO (Casualty Affairs Calls Officer) paperwork



Financial Stuff

- o How to access his/her LES online
- o Insurance (SGLI & separate policies) updated
- o Set up online banking, if available, with auto bill-pay
- o Make plans for the extra pay that will come in

Communication Plan

- o Discuss how often you'll email/ write letters/ try to call
- o make expectations clear on both sides
- o Brainstorm other means of communication: home videos, care packages, video conferencing, etc.
- o Plan ahead for special occasions your Marine will miss (buy cards, wrap gifts, order flowers, etc.)

House Stuff

- o Go over location of all important documents
- o Make plans for who to call if a home repair problem comes up

Car Stuff

- o See separate auto list

Post on your fridge:

- o Support System Plans (a list of important phone numbers, including your Family Readiness Contact, close friends & family members, babysitters, church resources, etc.)
- o Emergency Medical information/ Family Care Plan for Children (see p. 7)
 - Each family member's important medical info
 - Where to go in case of a medical emergency
 - Info on the kids' daily schedule/routines in case YOU have the medical emergency & someone needs to take your kiddos



HOME SECURITY

Precautions and Prevention

LOCKS Use deadbolts on doors, window locks, and sliding glass door locks.

- Keep the doors locked at all times.
- Do not place spare house key in obvious places: mailbox, under doormat, etc.

CALLERS Do not open the door unless you are positive of the person's identity.

- Talk to the person through the door.
- If the person needs to use the phone, obtain the number and identity of the person he/she is trying to call; make call for them, while they wait outside.

TELEPHONE Do not give personal information over the phone, especially to callers saying they need your help in conducting a survey.

- If you receive an obscene phone call, hang up. Contact the police and phone company if these calls persist. Change your phone number if they continue.
- Advise your children not to give information over the phone, especially about their parent's whereabouts.

VALUABLES Never keep large sums of money around.

- Never tell anyone what valuables you have in the house.

LIGHTING Use good exterior lighting consistently (whether you are home or away).

FIRE & CARBON

MONOXIDE Make sure your fire/smoke and carbon monoxide detectors work, especially for homes/apartments using gas heating.

- If you live in a 2-story house/apt., have an escape ladder in case you are trapped on the second floor.

REPAIRS Schedule repairs during the daylight hours and invite a friend over for when the repairman visits.

- Always use a reputable, well-known repair company.
- Ask for identification before allowing in a repairman.

FIRE DRILLS Hold a "fire drill" with the children, make sure they know how to get out and where to go (which neighbor's doorstep, for instance).

SECURITY CHECKLIST FOR HOME

- Lock / deadbolts -- installed and in good working order
- Smoke / Carbon monoxide alarms -- batteries replaced or new
- Fire extinguishers -- "green" zone on gauges
- Fire escape ladders, if needed -- 2nd floor bedroom windows
- Police contacted about a home visit to check home for security
- Circuit breaker box location known and how to use
- Other: _____

FINANCIAL PLANNING

Marines should review their financial obligations and payment procedures to ensure all financial matters are resolved prior to departure. A backup plan should be in place to manage personal finances, whether automatic bill pay, allotments, or a trusted family member or significant other. A family member/significant other may be identified, who is willing to pay bills for you out of funds you provide to them. It is a good idea to have the individual be the one that you name in your power of attorney (POA) .



The Financial Specialist with your installation Marine Corps Community Services Financial Management Program, the Navy Marine Corps Relief Society, and many credit unions and banks can provide assistance with budget planning. Additionally, each unit has a Command Financial Specialist who can assist you. Your plan should identify sufficient funds each pay period to cover your expenses. Appendix A is a Budget Form to assist with planning a budget.

If you have unpaid parking or speeding tickets make sure they are taken care of immediately and well before deployment. Check with credit card companies for terms and options – some will freeze the account during deployment and hold interest. This option allows you to resume normal payments upon return from deployment. Be careful when canceling nonessential bills such as phone, cable, and Internet services. If you signed a contract for a “good deal” it generally means a long-term contract with a significant penalty for cancellation. Continuing to pay \$100.00 a month for six months may be better than a \$450.00 cancellation fee (especially if you do not have an extra \$450.00) and an additional reconnection fee when you return. **You should check contracts before taking any action**

IPAC

Buildings 1459 & 1450

Hours of Operation

Monday – Friday 0730-1130 1300-1630

Customer Service

Points of Contact

SNCO 830-1818 x129

SNCO 830-1818 x160

Front Desk 830-1818 x115

Family Members

Adding a child, or removing a child

ANY change of Address

Required Documentation for Dependents

Current Special/General Power of Attorney

Current military or state ID

Pay Section

Points of Contact

Front Desk 830-1818 x161

Saving Deposit Program aka “J” Allotment

10% annual interest, compounded quarterly on a calendar year

No ceiling on the amount deposited, BUT the government only pays interest on or up to \$10,000.00

Must be in country 30 days and in receipt of IDP/HDP

Deployment Section

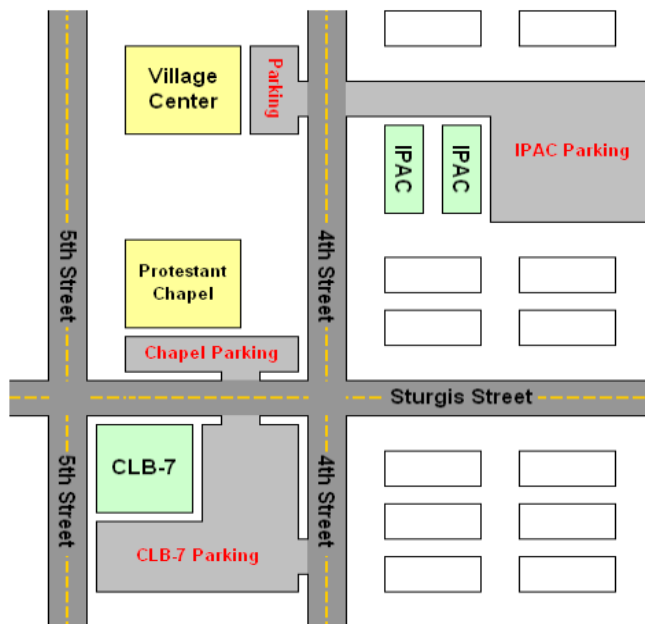
Points of Contact

SNCO 830-1818 x146

SNCO 830-1818 x164

Split Pay

The Split Pay Option allows Marines enrolled in the Direct Deposit Program (DDP) to receive a portion of their pay at their duty locality each payday. This amount, called the requested split pay amount (RSPA), must be a whole dollar amount and must be less than or equal to the Marine's norm pay. The remainder of pay due will be transmitted to the Marine's financial institution.



Savings Deposit Program: The Ten Percent Solution

What is the Savings Deposit Program? Do not confuse this with the Thrift Savings Plan (TSP). TSP is available to everyone in the military. The Savings Deposit Program is available only to those serving in designated combat zones.

Interests and benefits of the SDP Marines deployed in combat zones, qualified hazardous duty areas, or certain contingency operations may deposit all or part of their unallotted pay into a DOD savings account up to \$10,000 during a single deployment. Savings Deposit Program (SDP) allows members to earn ten percent interest per year, compounded quarterly (2.5% per quarter). Maximum deposit is limited to a ten thousand (\$10,000).

Interest and Benefits of the SDP Although federal income earned in hazardous duty zones is tax-free, interest accrued on earnings deposited into the SDP is taxable. Members can designate the allotment amount in five-dollar increments.

Who is Eligible? Must be receiving Hostile Fire/Imminent Day Pay and serving in a designated combat zone or in direct support of a combat zone for more than 30 consecutive days or at least one day for each of three consecutive months.

Deposits Deposit is authorized of the money a member is entitled to receive on the payday before deposit less authorized deductions (allotments, TSP, etc). Pay and allowances include special continuation pay, reenlistment bonus, and pay allowances for unused accrued leave.

Marines use the program by arranging deposit through ADMIN/IPAC. Marines may begin making deposits on their 31st consecutive day in the designated area. Eligibility to make deposits terminates on the date of departure from theater. Active duty members may make deposits by cash, personal check, traveler's check, money order or allotment. Reserve component members may make deposits by cash, personal check or money order only. Standing policies regarding personal check acceptance and regulatory restrictions regarding number and type of allotments apply.

All deposit amounts, regardless of depository method, must be made in \$5 increments (e.g. \$50, \$65, \$1005, not \$1001.67).and cannot exceed a service member's monthly-unallotted current pay and allowances (e.g. monthly net pay after all deductions and allotments; includes special pays and reenlistment bonus).More than one deposit via cash, personal check, traveler's check, or money order may be made in a month but the cumulative total of the deposits cannot exceed the month's unallotted pay and allowances.

Marines can contribute via a "J"allotment (which is a continuation allotment) or make cash contribution. The "J"allotment cannot be via MYPAY online. Also if the Marine has an Agent with a Special Power of Attorney, which states the authority to establish, change, or stop allotments they can make a deposit either by allotment or by cash.

Participation via ALLOTMENT is the preferred method. Prior to deploying, contact ADMIN to complete a request if you desire to participate in the SDP.

Eligibility to make deposits and accrual of interest terminate 90 days from when Marine no longer rates Imminent Danger Pay. The maximum amount on which 10% interest is computed is \$10,000 (Principal and accrued interest combined).

Withdrawals Withdrawal of deposits may be requested 90 days after entitlement to IDP terminates. Emergency withdrawal requests may only be made when the health or welfare of a member or their dependent(s) would be jeopardized if the withdrawal were not ranted. Emergency withdrawals may be authorized by the member's commanding officer. If the principal and interest on the deposit reaches \$10,000, any amounts exceeding \$10,000 may be withdrawn quarterly at the member's request.

Requests for withdrawal may be made via fax or email. Send the following information via fax or email to:

Commercial (216) 522-6924

DSN 580-6924

Email: CCO-SDP@DFAS.MIL

NAME, SSN, PHONE #, BRANCH OF SERVICE, AMOUNT: ALL OR SPECIFIC, EFT INFO: BANK/ACCT #/ RTN #,
REASON: DEPARTURE OF ELIGIBILITY ZONE (PROVIDE DATE)

Stopping Allotment

Immediately following your return from deployment, contact GPAC and submit a request to stop allotment.

Mail & Care Packages

Classes of Mail

FIRST CLASS (13 oz or less)

Averaging about 7-10 days for delivery. OEF 7-10 days to Camp Leatherneck + 7-10 days to FOBs

PRIORITY (Over 13 oz. up to 70 lbs.)

Recommended for packages. Average about 7-10 days delivery.

OEF 7-10 days to Camp Leatherneck + 7-10 days to FOBs

LARGE FPO/APO FLAT RATE BOX (\$11.95 regardless of weight)

FLAT RATE BOX (\$10.35 regardless of weight)

FLAT RATE ENVELOPE (\$4.95 regardless of weight)

PARCEL POST (up to 70 lbs.)

Slowest/Cheapest way to send packages. Average about 8-14 days delivery.

MOTO MAIL (Email to Hard-copy letter)

NON-POSTAL (USPS) carriers (i.e., FEDEX, UPS, DHL) are not handled by Military Postal Clerks.

Deployment Addresses

It is important to communicate with your family prior to departure. The address that you provide prior to departure should be used during the duration of the deployment. Most overseas mailing address for the Marine Corps include a UIC (Unit Identification Code). That code tells the military postal facility where you are located during the deployment. If your family is unsure how to address mail to you, they can call the FRO (Family Readiness Officer) for your unit. This is where it's important for your family to know what your unit and location. Every deployed unit has an FRO, or Family Readiness Officer, assigned to remain at the base location the unit deployed from. The FRO will be able to assist your in verifying your mailing address. It is imperative that they address your mail and packages correctly.

EXAMPLE

RANK, LAST, FIRST, INITIAL

Squadron Name & Company

UNIT Number

FPO AP #####-####



Tips for Proper Packaging



Recommend **NYLON FILAMENT FIBER TAPE OR MAILING TAPE**. Masking and scotch tape are **NOT AUTHORIZED**.

Place **LIQUID** items such as salsa, lotion and beverages in separate zip lock bags. Always use the **SMALLEST** box possible.

Always use **DURABLE** boxes.

Use **BUBBLE WRAP/STYROFOAM POPCORN** when sending breakable items.

Package items **TIGHTLY** to avoid shifting.

Never send **BULKY** items in an envelope (i.e., Keys, Dog Tags, Rings, and Cassette Tapes).

Include the **RETURN** and **ADDRESSEES ADDRESS** inside the parcel.

Place the address on only one side of the article being mailed.

Use **INSURANCE** on packages that contain valuable items going to and from the U.S. and deployment site.

Customs Regulations

All mail weighing **OVER 16 OUNCES** must be presented to a post office for mailing.

All parcels being sent **FROM, TO or BETWEEN** an APO/FPO must bear a customs form.

To assist customs and prevent damage to your package, include **Lock Combination or Keys** when mailing sea-bags, or foot lockers.

Custom forms must be filled out in **DETAIL**.

Mailing Restrictions

OBSCENE MATERIAL (pictures, magazines, nude or semi-nude).

PORK and **PORK BY-PRODUCTS**.

LARGE QUANTITIES of material contrary to the **Islamic** belief. Quantities for personal use are permissible.

No Alcohol.

For **additional restriction**, contact your local military post office.

EXPRESS MAIL not authorized.

If accidentally accepted at post office, request refund for overpayment.

FREE Postal Mailing Supplies

www.usps.com 1-800-610-8734

Mailed to your home (ask for military package)

- 6 Priority Boxes
- 6 Mailing Labels
- 6 US Customs Forms
- 1 Roll of tape



Free Mail

FROM an overseas combat location **TO** the United States **ONLY**.

Postcards, Letters and Recorded Communications (whether sound or video) with the character of personal correspondence.

Must have a **FROM** and a **TO** address.

"FREE" written in the top right corner.



American Red Cross

P.O. Box 6043
Building 1551, Village Center
Twentynine Palms, CA 92278
plmsarc001.fct@usmc.mil
760-830-6685 or 877-272-7337

The Red Cross is a 24-hour, 365-day world wide emergency communications network.

Red Cross messages include notices of birth, death in the family, or serious illness.

The Red Cross **NEVER** recommends or requests leave but will convey the family or physician's request to the responsible authority. **Only the Command has authority to grant leave for emergencies with-in the immediate family.**

Who is immediate family?

Spouse, children, parents, loco parentis (verifiable by SRB), and siblings.

A Red Cross message is for informational purposes and does not guarantee an approval for emergency leave.

How to start a message:

Call 877-272-7337

Service Member's Full Name

Rank

Social Security Number

Unit Address

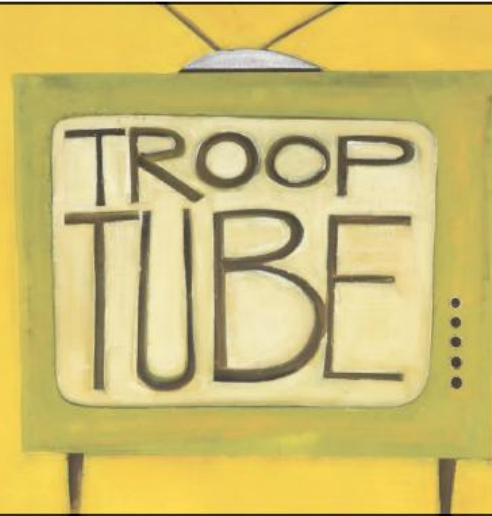
Name of person involved in the event (birth, death, illness)

POC that can provide verification (doctor, hospital, funeral home)

TUBE BE, OR NOT TO BE.

TroopTube for Youth

TroopTube is an online video site designed to help military families connect and keep in touch while miles apart. The site is designed for easy use, so military families can quickly upload videos and share the simple joys of each day with each other on MilitaryOneSource.com/trooptube. This website is intended for sharing and distribution of user generated video content operated by Military OneSource.



A new Youth component has been added to TroopTube. Youth development professionals and youth are invited to post their videos. These videos can be youth generated or generated by professionals working with youth. Youth are encouraged to upload videos to share their activities with deployed parents or family members. Professionals are encouraged to use this site to upload videos about new programs, summer camps, and activities in youth programs serving military families. TroopTube video production could also be included as a project within youth programs. Previously recorded videos are acceptable, as long as they are still current.



Serving Active Duty, Guard, Reserve and Their Families.

UPLOADING VIDEOS:

- 1) Create an account at MilitaryOneSource.com/trooptube.
- 2) Once logged in, look for the youth category and you may begin uploading videos. Click on the **"UPLOAD"** button.
- 3) Fill in the requested information and click on the **"SELECT VIDEO"** button. This will open a dialogue box prompting you to select the video file on your computer. TroopTube accepts almost all types of files under 20mb.
- 4) Once your video is selected click the **"SUBMIT"** button and wait till the upload is complete.
- 5) Once your file has been uploaded successfully it will go live within **24-48 hours**. Videos will be reviewed based on guidelines for national security and appropriate content. Your profile lists all the videos you've uploaded.

1-800-342-9647 | MilitaryOneSource.com

Appendix A (as provided by VMU-3 Det A)

TRANSPORTATION

Do you have a vehicle? Yes___ No___
When does your registration (tags) expire? Date_____
When will your auto insurance expire? Date_____
When will your state inspection expire? Date_____
Vehicle serviced recently? Yes___ No___
Spouse knows where to take the car for minor maintenance and repair? Yes_ No___
Will your base stickers expire while deployed? Yes___ No___
Are you making arrangements to store your vehicle (TMO: x-6701)? Yes___ No___

HOUSING

Will your lease expire while deployed? Yes___ No___
Spouse knows where circuit breakers are located and how to check/reset them? Yes___ No___
Spouse knows whom to call in case of home maintenance problems (i.e., plumbing, heating, A/C, electrical, broken windows, etc.)? Yes___ No___
Spouse has earthquake preparedness kit? Yes___ No___
Spouse has all keys/combinations to the house, car, garage, storage unit, and padlocks? Yes___ No___
If you are on the military housing waiting list, have you notified the base housing office that you are being deployed and your spouse is familiar with procedures and agencies to assist in the move to base-housing should it become available while deployed? Yes___ No___

MEDICAL/DENTAL

Family members enrolled in DEERS? Yes___ No___
Family members enrolled in TRICARE and know the toll free number to make appointments? Yes___ No___
Spouse knows the location of the local Hospital? Yes___ No___
Spouse knows the phone number of the Red Cross and the services they offer? Yes___ No___
Do any family members have a pending medical condition, which may require your presence? Yes___ No___
If yes, explain:_____

ADMINISTRATIVE

When do your dependents ID card(s) expire? Date_____
Spouse knows your address while deployed? Yes___ No___
Does your spouse (or another trusted individual) possess a special or general Power(s) of Attorney? Yes___ No___
If so, when does it expire? Date_____
Will is current? Yes___ No___
Have you reviewed your life insurance plan with your next of kin? Yes___ No___
Spouse knows where important family papers are and has access to them? Yes___ No___
Spouse knows the number to Marine Corps Community Services? Yes_ No___
RED and SGLI are current? Yes___ No___
Spouse knows the name and phone number of the Command's Family Readiness Officer? Yes___ No___

Do you have an *In Loco Parentis* for any dependant minors? Yes___ No___
 Will federal taxes be due during this deployment? Yes___ No___
 If so, does your spouse (or trusted agent) possess the IRS Power of Attorney?
 Yes___ No___

FINANCIAL

Do you currently have any pay problems? Yes___ No___
 Are you enrolled with myPay? Yes___ No___
 Does your spouse have myPay access privileges for printing your LES and W-2?
 Yes___ No___
 Split Pay (If deployed for 6 months or more)? Yes___ No___
 Spouse (or trusted agent) is familiar with the following financial matters:
 Date bills are due? Yes___ No___
 Method of payment? Yes___ No___
 Use of the family checkbook? Yes___ No___
 Spouse has adequate funds to cover all monthly expenses? Yes___ No___
 Spouse knows the number and location of the Navy & Marine Corps Relief Society Office (NMCRS)?
 Yes___ No___
 Is spouse authorized to receive NMCRS assistance? Yes___ No___

CACP (Casualty Assistance Calls Program)

In the event of serious injury or death to the service member, who do you (spouse) wish to accompany the Navy Representative when the initial call is made (i.e., friend, local relative)?

Name: _____

Address: _____ Phone#1: _____

_____ Phone#2: _____

Is the *person authorized direct disposition* correct in the Record of Emergency Data (RED) portion of your Service Record Book (SRB) / Officer Qualification Record (OQR)? Yes. No___

Is there anyone you (spouse) do NOT want to see at this time? Yes. No___

If so, please specify the name(s) below:

Would you (spouse) like to have a clergyman/chaplain present during notification?

Yes. No___

If a specific clergyman is desired, please give name and/or church:

Appendix B: FAMILY CARE PLAN

A Family Care Plan details who can and will take care of your children in emergency circumstances. It's a Marine Corps best practice for a worst case scenario. A few pages detailing your children's routines and care takers and should be easy to access (read: posted on the fridge!) as well as a list of phone contacts.

Your Plan should also include a Special Power of Attorney authorizing care; consider making two POA's for a local family who can keep your children and for an out-of town relative who could come in an emergency. The POA does NOT transfer custody; it just authorizes the people you designate to make medical and school decisions if you're unable to do so.

Instructions for Completing a Family Care Plan

1. Fill out the "Letter of Instruction to the Command". This document is turned into the Family Readiness Officer to be kept on file. It must be updated once a year.
2. Fill out and notarize a Special Power of Attorney (In Loco Parentis) for both your short term caregiver and your long term guardian. This can be done by the Legal Officer in the squadron or Base Legal. Get at least two copies, one for yourself and one for the guardian. The form is included in this packet.
3. Helpful Recommendations:
 - Complete a Will
 - Create a budget to analyze current financial state
 - Set up a separate account for your long term guardian
 - Obtain a pre-paid credit card for your short term caregiver
 - Obtain copies of your spouse's and children's medical and dental records
 - Make a list of instructions for your caregivers/guardians regarding special needs, medicine, allergies, etc
 - Inform caregiver/guardian of location of health/ID cards
 - Obtain veterinary records for your caregiver
 - Provide maps, spare set of car keys, house keys, and pet information for your caregiver/guardian
 - Give instructions to your children's school, child care provider, or spouse's employer identifying your caregivers/guardians

Family Care Plan Letter of Instruction to the Command

1. I/We _____, parents of _____ have made the following arrangements for the care of my/our dependent family member(s) in the event that I/we am/are not available to provide the proper care due to absence for military service or emergency which would require me/us to be away from them for an extended period of time.

2. _____ (Short-Term caregiver) has been given legal authority (Power of Attorney) to care for my/our child(ren) until the long-term guardian can arrive to care for them in this location or transport them to the guardian's residence where they will remain until my/our return.

3. _____ (Long-Term caregiver) has been given legal authority (Power of Attorney) to care for my/our child(ren) until the long-term guardian can arrive to care for them in this location or transport them to the guardian's residence where they will remain until my/our return.

4. Should it be necessary to contact any of the persons involved in the transportation, support, or care for my/our children, the following information is provided:

a. Short-Term Caregiver: _____
Home Phone: _____
Cell Phone: _____
Email: _____
Address: _____

b. Long-Term Caregiver: _____
Home Phone: _____
Cell Phone: _____
Email: _____
Address: _____

c. Daycare Facility/ Baby Sitter: _____
POC: _____
Phone: _____
Cell Phone: _____
Address: _____

5. _____ is/are cared for by the local child care provider listed above during the week between the hours of _____ and _____

6. _____ is/are authorized to pick up my child(ren) at the local child care provider listed above.

7. Funds required to provide financial support for my/our dependent family member(s) will be provided by allotment to be initiated immediately upon my/our departure, or by financial arrangements outlined in the attached documents.

8. _____ has access to a special account and will ensure that funds are available to cover the expenses of the escort/guardian.

9. Special documents pertaining to my/our child(ren) such as ID cards, medical records, school record, passports, as well as special instructions on medical prescriptions, allergies, or other pertinent information will accompany my/our child(ren) if they are not already in the possession of the escort/guardian.

10. Those persons acting in my/our behalf for care of my/our child(ren) and who have sufficient legal authority, copies certificates of acceptance, and either ID cards or applications for the same, should apply to the commander of the nearest military installation for an agent's letter allowing them access to military facilities and services on behalf of my/our children.

11. If for any reason, the persons designated as escorts or guardians are unable to exercise their responsibilities after my/our departure, please ensure that a Red Cross message is immediately transmitted to my/our unit commander(s), so that situation can be rectified as soon as possible. Additional assistance may be obtained from my/our unit rear detachment commander whose address is listed below:

12. Rear Detachment Commander Name, complete unit address and telephone number:

Gisela Lemon
VMU-3 Family Readiness Officer
P.O. Box 788283
Twentynine Palms, CA 92277
730-830-9363
gisela.lemon@usmc.mil

13. (Optional) Should it be necessary to settle my/our estate(s) my/our will(s) and other important documents are located:

14. Finally, a complete copy of my/our Family Care Plan with all required attachments is on file in my/our unit headquarters, which is located at the same address as shown above for the rear detachment commander.

NAME, RANK, SHOP: _____

Signature: _____ Date: _____

Notes & Numbers: