



3D MARINE LITTORAL REGIMENT

DEPLOYMENT READINESS BINDER



ALWAYSREADY

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SECTION ONE: OVERVIEW

OPERATIONAL SECURITY (OPSEC)

OPSEC is keeping potential adversaries from learning critical information that could be harmful to our Marines, their families, and the mission. It is vital to keep OPSEC in mind when utilizing social networks and communicating with others. Our adversaries are always on the lookout for any information that could target our Marines and their families and jeopardize the mission.

Do NOT disclose:

- The exact area that your service member is in (country is okay)
- When your service member is “on mission”
- Exactly what your service member does
- When your service member is going to leave to deploy
- How long your service member will be gone
- Position, mission capabilities and limitations
- Operations being conducted & mission timelines
- Schedules & travel itineraries
- Social security number, credit cards, banking information
- Names and photos of you, your family and co-workers
- Usernames, passwords, network details
- Job title, location, clearances
- Physical security and logistics



WHAT IS 3D MLR?

3d MLR is the first Marine Littoral Regiment (MLR) and is designed for operations in coastal environments, with a headquarters element overseeing three key units: the Littoral Combat Team (LCT), Littoral Logistics Battalion (LLB), and Littoral Anti-Air Battalion (LAAB). The MLR integrates advanced communications, sensor networks, and weapons systems to provide a flexible, mobile force capable of operating in contested maritime environments. The LCT focuses on ground combat operations, the LLB handles logistics and sustainment, and the LAAB supports with air control and defense. Together, these elements enable the MLR to conduct rapid, distributed operations, provide real-time intelligence, and engage adversaries with maritime strike capabilities, especially in the Indo-Pacific region.



3d Littoral Logistics Battalion (LLB) plays a crucial role in sustaining the MLR by providing tactical logistics and explosive ordnance disposal (EOD) support. It conducts ground supply operations, equipment maintenance, and EOD missions, while also prepositioning supplies and providing general engineering support. The LLB ensures the movement of supplies and equipment across land and via sea-based connectors, enabling flexible, expeditionary operations. Additionally, it handles operational contract support and delivers health services, ensuring that MLR Marines are well-equipped, sustained, and ready to operate in remote, high-threat environments.



3d Littoral Anti-Air Battalion (LAAB) support in the air domain to MLR Marines spread across the Pacific. Its mission includes air defense, air surveillance and early warning, and air control. By integrating aviation assets, the LAAB enhances the MLR's ability to detect and respond to air threats, coordinate air operations, and ensure the safety and effectiveness of Marines operating in dispersed, high-risk environments.



3d Littoral Combat Team (LCT) is organized, trained, and equipped to support both sea control and sea denial operations in contested maritime spaces. It integrates naval platforms and ground units to conduct critical tasks such as reconnaissance, counter-reconnaissance, and enabling multi-domain fires. The LCT is also responsible for establishing expeditionary sites, which provide a forward presence for sustained operations. These capabilities enable the LCT to secure key maritime areas, disrupt adversary operations, and project power in challenging, high-risk littoral environments.



FORCE DESIGN 2030



WHAT IS A DEPLOYMENT?

Deployment is loosely defines as the movement of an individual or entire military unit to another location to accomplish a task or mission. The mission may be a routine training exercise, humanitarian assistance or a combat operation.



DEPLOYMENT SERIES TRAININGS

PRE-DEPLOYMENT BRIEF

***30 or more
days before
deployment***

This workshop highlights critical areas of personal and family preparation for single Marines, married Marines, and their respective families. Marine Corps Family Team Building trainers and subject matter experts provide suggestions for individual and family preparation, including important documents, emergency communication, money management, operational security, sources of assistance, information, and referral resources.

RETURN & REUNION BRIEF

Spouses and significant others of returning Marines will learn to properly discuss homecoming anticipation, realistic expectations, and address concerns. Ideas for communication and what plans to make before the Marine returns are discussed. Learn to address the new changes and adjust. Find out what resources are available on MCBH.

***30 days
before
return***

REINTEGRATION

***30 - 45
days after
return***

This educational workshop provides a forum for couples to assess their recent deployment experience, address the effect of reintegration on a relationship, and assess the level of relationship satisfaction. Couples are provided communication tools and resources daily to strengthen their relationship. See the importance of positive and productive communication during the reintegration process. Build awareness for emotions and stressors and their impact on your relationship during reintegration.

SECTION 2: HOW TO PREPARE

COMMON DEPLOYMENT ISSUES

- No Power of Attorney (POA)
- Expired POA
- Deployment rumor mill
- Limited communication with Marine or Sailor
- OPSEC violations that risk mission and safety
- No local friends or support network (spouses)
- ID card and/or vehicle tags expire
- No Family Care Plan
- Financial emergencies (i.e. pay problems, filing taxes, bills, miscellaneous expenses)
- Family emergencies
- Childcare



DEPLOYMENT EMOTIONAL CYCLE

Anticipation of Loss

- Ignoring or denying deployment
- Imagining that something will happen to prevent Marine or Sailor from deploying
- Difficulty accepting the reality of leaving
- Crying at unexpected times
- Increased tensions that can cause arguments
- Need to get all projects done
- Marine or Sailor might be excited when spouse is not.

Reintegration

- Continue to make adjustment and discover new normal
- Share roles, responsibilities, and decisions
- A feeling of too much togetherness
- Falling in love again
- Marine can feel out of place. Feeling lost in what they are supposed to do.

Detachment/Withdrawal

- Sense of despair
- Feeling that the marriage is out of control
- Making decisions is difficult
- Withdrawal into self by not sharing emotions
- Marines and Sailors can be work/deployment focused.

Homecoming

- Marine or family needing time to adjust
- You could feel excited, nervous, and/or confused.
- May feel loss of independence
- adjusting the single parent mentality
- Marine could wonder if they are still loved and needed by family.
- Marine could be using more direct communication - speaking to family like they are fellow Marines.

The normal cycle of emotions describes possible changes in your behavior and emotions leading up to and during deployments. The normal cycle of emotions presents a general picture and appears most of the time, but each person is unique, and the exceptions are varied. It is important considering the emotional cycles of Deployment when establishing goals both personally and professionally and to prepare yourself.

Emotional Disorganization

- Relief that the 'goodbye' part is over, but feeling guilty for the relief
- New routines develop, but overwhelmed by all new responsibilities
- Sleeping is difficult due to the loss of security
- Anger towards Marines for not staying and mad at the Marines Corps for making them go

Anticipation of Homecoming

- Excitement and anticipation of the return
- Question of "do they still love me?"
- Changing the house to reflect an "our" house feeling
- Start changing patterns back to the way they were before the Marine or Sailor left
- Marine and Sailor can feel nervous stepping back into day-to-day responsibilities.

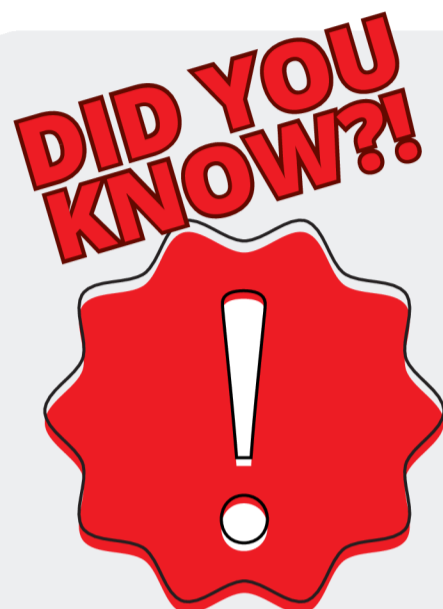
Recovery and Stabilization

- Comfortable and capable of all the new roles
- Able to reach out for support
- Feeling of self-confidence and independence
- High emotions

SECTION TWO: UNIT RESOURCES AND CONTACTS

Deployment Readiness Coordinator (DRC)

DRCs are embedded in units that are always on the move. It’s important that you talk with your DRC about resources available to you and tips on how to stay ready.



Did you know that every married Marine is REQUIRED to list their spouse as an authorized contact to receive monthly updates from the unit Deployment Readiness Coordinator?? These emails include updates directly from the unit, information on upcoming events, and resources available to you.

What if I’m not getting these emails? This could be because of a few reasons.

- 1. Emails could be going to “junk” or to the “spam” folder
- 2. Marines are not listing an authorized contact
- 3. Marines are putting an incorrect email.

Military and Family Life Counselor (MLFC)

The Military and Family Life Counseling Program offers free non-medical counseling to service members and immediate family members.

Military and Family Life counselors are licensed, professionals trained to work with the military community. They can help with issues such as improving relationships, managing stress, adjusting to change, parenting, and grief and loss. MFLCs are also available for briefings and topic-specific presentations. Services are confidential and available both on and off the installation.

Chaplain

Your chaplain is here to support your spiritual, emotional, and moral well-being. He can assist you through counseling, as well as identifying other resources to help you navigate the challenges of military life with 100% confidentiality.

CONTACTS

MLR HQ DRC
808-220-6424

LAAB & LLB DRC
808-341-0729

LCT DRC
808-291-9156

MLR HQ MFLC
571-376-3841

LAAB MFLC
571-436-0943

LCT MFLC
808-285-8407

MLR Chaplain
808-479-7368

LLB MFLC
808-284-8311

LCT Chaplain
808-520-3650

LAAB & LLB Chaplain
808-216-7182

SECTION TWO: UNIT CHECKLIST

TASK

DOCUMENTS

1. Communication

- ☐ Give family DRC contact information
- ☐ Give family resource contact listing
- ☐ (Married) Add spouse/self on MOL Family Readiness Module
- ☐ (Single) Add family/trusted individual/self on MOL Family Readiness Module
- ☐ Make a communication plan with family (see communication plan template).
- ☐ Discuss communication expectations for deployments.
- ☐ Discuss PII/OPSEC with family
- ☐ Discuss Red Cross with family. Ensure family has all information needed (see Red Cross section)
- ☐ Discuss overall expectations for deployment with family

2. Financial

- ☐ Make a plan for bill payments when deployed
- ☐ Make a logbook of all bank account/financial institution log-in information
- ☐ Suspend memberships (if applicable)
- ☐ Notify banks or credit card companies if cards will be used during deployment (if applicable)
- ☐ Have a plan for filing taxes when deployment
- ☐ Consider setting up automatic bill payments
- ☐ Consider obtaining POA to authorize spouse use of Navy-Marine Corps Relief Society
- ☐ Review Servicemember Civil Relief Act (SCRA)
- ☐ Set-up Active-Duty Alert for identify theft through major credit bureaus
- ☐ Determine special pay and entitlement and changes to expenses.
- ☐ Establish an emergency fund. (3-6 months o living expenses in reserve)

3. Legal

- ☐ Ensure all military issued ID cards/DEERS are current (service member and dependents)
- ☐ Ensure spouse/family/ or trusted individual has a Power of Attorney (POA) ***UPDATE ANNUALLY***
- ☐ Update Will & Testament for service member and spouse/discuss with family
- ☐ Update Family Care Plan (FCP)/discuss with family
- ☐ Guardians of children need an "In Loco Parentis" Power of Attorney
- ☐ Update Record of Emergency (REDs)/discuss with family
- ☐ Update Servicemembers Group Life Insurance (SGLI)/discuss with family
- ☐ Make username/login records and provide to spouse/family/trusted individual
- ☐ Ensure spouse/family/trusted individual has access to all documents

4. Medical/Dental

- ☐ Ensure TRICARE information is updated (region specific)
- ☐ Arrange dependent dental through United Concordia (if applicable)
- ☐ Contributes to team goals and projects.

5. Emergency Preparedness

- ☐ Make emergency preparedness plan/discuss with family
- ☐ Make an emergency preparedness kit
- ☐ Make a household inventory

6. Vehicles

- ☐ Plan for vehicle when deployed (storage/ maintenance)
- ☐ Update safety/registration for vehicle (must have POA or non-resident form)
- ☐ Ensure family/trusted individual has access to vehicle documentation

7. Pets

- ☐ Plan for pets when deployed/update vaccinations and records
- ☐ Ensure family/trusted individual has access to all pet documents
- ☐ Shows flexibility in approach and openness to new ideas.

8. Voting

- ☐ Arrange voting registration/absentee ballot

1. Financial

- ☐ Financial/bank account logins & statements
- ☐ Tax documents/returns
- ☐ Loan documents/returns

2. Legal

- ☐ Official military orders
- ☐ Birth/adoption certificates (service member & dependents)
- ☐ Marriage certificates
- ☐ Divorce decrees
- ☐ Naturalization/citizenship papers
- ☐ Social security cards
- ☐ Death certificates
- ☐ Court orders (support or custody)
- ☐ Power of Attorney (general or special)
- ☐ "In Loco Parentis" Power of Attorney (if applicable)
- ☐ Will and Testament
- ☐ Military records

3. Medical/Dental

- ☐ Pet vaccination records
- ☐ Vaccination records (service member & dependent)
- ☐ Medical records (service member & dependent)
- ☐ School records (service member & dependent)

4. Home/Property

- ☐ Deeds/Mortgages/Lease Agreements
- ☐ Insurance (Property)
- ☐ Insurance (Life)
- ☐ Insurance (Vehicle)
- ☐ Insurance (other)

5. Vehicle

- ☐ Vehicle maintenance & service records
- ☐ Vehicle registration/safety
- ☐ Vehicle title

6. Emergency Preparedness

- ☐ Emergency phone numbers
- ☐ Emergency packing list
- ☐ Login records

7. Documents/IDs

- ☐ Check expiration date of GTCC
- ☐ Check expiration date of military/dependent ID cards documents
- ☐ Check expiration date of drivers licenses
- ☐ Check expiration date of leisure passports

Notes

SECTION TWO: PASSWORD TRACKER

Have a lot of different applications and services with different emails associated with them can be confusing. Make sure you have all the information you need before your significant other is without communications.

There are some applications that you can also use on your iPhone or android phones to keep things in order are, just make sure they are vetted applications.

[illegible]

SECTION TWO: DEPLOYMENT COMMUNICATION PLAN

Topic	Example	Personalized Plan
Challenge(s)	<i>Staying in touch often enough to manage stress levels and feel connected.</i>	
Goal(s)	<i>Keeping topics positive. Addressing problems together.</i>	
Rules/Limits	<i>OPSEC. Avoid discussions of dangerous deployment situations. Avoid complaining about children.</i>	
Methods & Back Up Plan	<i>Call a designated person to update and they will send to the rest of the family.</i>	
Topics	<i>Daily life, family matters, concerns, good stuff that is happening.</i>	
Plan for Handling Problems	<i>Discuss miscommunications and perceived issues as soon as possible with each other.</i>	

SECTION THREE: EMERGENCY PREPARDNESS

Since you don't know where you'll be when an emergency occurs, prepare supplies for home, work and your car. You should customize your kit to suit your and your family members' needs. For Hawaii supplies should last 14 days per person.

HOME

This kit should contain essential food, water and supplies for at least 14 days. Keep this kit in a designated place and have it ready in case you have to leave your home quickly. Make sure all family members know where the kit is kept.

WORK

This kit should be in one container and ready to grab in case you are evacuated from your workplace. Make sure you have food and water in the kit. Be sure to have comfortable walking shoes at your workplace in case an evacuation requires walking long distances.

CAR

In case you are stranded, keep a kit of emergency supplies in your car. This kit should contain food, water, first aid supplies, flares, jumper cables and seasonal supplies (e.g., blankets for winter)

Make sure to constantly evaluate your kit and their relevance to the threats in your area. Throw away and replace any expired or damaged medications, food, or water.

NECESSARY ITEMS

- Water—at least one gallon per person per day for at least three days
- Food—nonperishable food to support everyone in the household for at least three days (Include canned goods with low salt and high liquid content.)
- Manual can opener
- First aid kit
- Prescription medications—enough for at least three days
- N95 respirators
- Dust masks or cotton t-shirts for every member of the household to help filter the air
- Personal sanitation supplies—items such as moist towelettes (one container for every two people in the household), garbage bags, and plastic ties
- Flashlight—one flashlight for every two people in the household
- Battery-powered or hand-crank radio
- All-hazards NOAA (National Oceanic and Atmospheric Administration) weather radio
- Extra batteries—sizes and quantities based on flashlights, radios, and other items in kit)
- Money (at a minimum, \$100 in local currency, small denomination bills)
- Wrench or pliers for turning off utilities
- Local maps and your emergency plan
- Your command personnel accountability Point of Contact information
- Important personal and financial documents—printed copies or electronic copies on a durable storage media such as a thumb drive and stored in waterproof container

ADDITIONAL ITEMS

- Infant formula—enough for at least three days
- Diapers—enough for at least three days
- Food and water for your pet—enough for at least three days
- Items for individuals with special needs, such as wheelchair batteries or other medical equipment or supplies
- Paper plates, paper cups, plastic utensils, paper towels
- Disinfectant
- Matches in a waterproof container
- Whistle to signal for help
- Sturdy shoes
- Hats and gloves (Seasonal)
- Sleeping bag or other weather-appropriate bedding for each person
- A weather-appropriate change of clothes for each person
- Coats, jackets, and rain gear (Seasonal)
- Fire extinguisher
- Paper and pencil
- Books, games, puzzles, toys, and other activities for children
- Any items necessary for a specific type of disaster and to assist you during electricity, gas, water, and sewage outages.
- Additionally, you may want to consider having supplies for sheltering for up to two weeks.



SECTION THREE: EMERGENCY PREPARDNESS

MARINE CORPS BASE HAWAII
TCCOR
 DEFINITIONS • RESPONSES • GUIDELINES

HURRICANE SEASON
 June 1 to Nov 30

EMERGENCY KIT:

- 14 DAY SUPPLY OF WATER (1 GALLON PER PERSON PER DAY)
- 14 DAY SUPPLY OF NON-PERISHABLE FOOD - MEAL REPLACEMENT BARS
- FLASHLIGHTS AND BATTERIES
- GAMITS FOR CHILDREN
- MANUAL CAN-OPENER
- BATTERY OR HAND-CRANK RADIO
- CASH
- FIRST AID KIT
- PERSONAL HYGIENE ITEMS
- 30 DAYS OF PRESCRIPTIONS, CONTACTS, ETC.
- BABY SUPPLIES (FORMULA, DIAPERS, WIPES, ETC.)
- PET SUPPLIES (FOOD, MEDICINE, ETC.)
- CHANGE OF CLOTHING
- SLEEPING BAGS

TCCOR 5
 DESTRUCTIVE WINDS POSSIBLE WITHIN 96 HOURS

- Begin clearing potential hazards outside.
- Stock-up on water, food, emergency kit items.

TCCOR 4
 DESTRUCTIVE WINDS POSSIBLE WITHIN 72 HOURS

- Fill bathtubs.
- Fill Propane Tanks.
- Turn Refrigerator and Freezer to coldest setting.

TCCOR 3
 DESTRUCTIVE WINDS POSSIBLE WITHIN 48 HOURS

- Continue Preparing.
- Fill vehicles w/Fuel.
- Get Cash.
- Monitor local News and Base Social Media Sites.

TCCOR 2
 DESTRUCTIVE WINDS ANTICIPATED IN 24 HOURS

- Make sure your family knows where the emergency kit is located.
- Under this condition all non-essential services and beaches will close.
- Shelter-in-place, unless otherwise told to evacuate.

TCCOR 1
 DESTRUCTIVE WINDS ANTICIPATED IN 12 HOURS

- Mekapu Road Back Gate will close a few hours prior to TCCOR 1-E
- Under this condition the Chow Hall, CDC, Marine Mart, Commissary will Close.

TCCOR 1E EMERGENCY
 DESTRUCTIVE WINDS ARE OCCURRING
 RESTRICTED FROM MOVING OUTDOORS UNLESS PROVIDING LIFESAVING RESPONSE ACTIONS

TCCOR 1 EMERGENCY
 Possible HIGH WINDS Occurring
 STAY INDOORS

TCCOR 1R RECOVERY
 DAMAGE ASSESSMENT
 REMAIN INDOORS UNLESS MISSION ESSENTIAL
 ESSENTIAL EMERGENCY PERSONNEL
 Active duty personnel MUST reach out to unit for accountability.

TCCOR ALL CLEAR
 STORM AND STORM FORECAST OVER
 RESUME NORMAL ACTIVITIES
 BEGIN GENERAL CLEAN UP

TCCOR STORM WATCH
 HIGH WINDS ARE STILL POSSIBLE
 REMAIN ALERT!
 BEACHES MAY STILL BE CLOSED
 MONITOR RADIO, TV & INTERNET

To be notified via text call 808.257.8460/3019

<https://www.mcbhawaii.marines.mil/>
Schools will be directed to close by the State.
Base Services will remain open until TCCOR 1 or as directed by the CO.

<https://www.facebook.com/MarineCorpsBaseHawaii/>

AtHoc™ Mass Notification System

- Required for SM but recommended for spouses
- Add yourself to your SM's profile using their EDIPI OR
- Email MCBH.EOC.Coordinator@usmc.mil with your DOD ID number, legal name, and personal email and/or cell



SECTION THREE: RED CROSS

RED CROSS EMERGENCY COMMUNICATION SERVICES

THINGS TO KNOW:

The American Red Cross does not authorize emergency leave for members of the United States military. The Red Cross role is to independently verify the emergency, enabling the service member's commander to make an educated decision regarding emergency leave and then to provide transportation assistance and/or financial assistance if needed.

The American Red Cross facilitates emergency financial assistance on behalf of Military Aid Societies. These Aid Societies determine the financial assistance package that will be offered – a grant or a loan. The Red Cross is the mechanism to expedite access to these financial resources 24/7.

WHO IS ELIGIBLE TO RECEIVE EMERGENCY COMMUNICATIONS:

Service members eligible to receive emergency communications regarding an immediate family member include:

- On active duty in the Army, Marines, Navy, Air Force or Coast Guard
- An activated member of the Guard and Reserve of all branches of the U.S. Armed Forces
- A civilian employed by or under contract to the Department of Defense and stationed outside the Continental United States
- A cadet or midshipman at a service academy; ROTC cadet on orders for training
- A Merchant Marine aboard a U.S. Naval Ship

PLEASE HAVE YOUR INFORMATION READY

SERVICE MEMBER INFORMATION

FULL LEGAL NAME:

RANK

BRANCH OF SERVICE:

SOCIAL SECURITY NUMBER OR DATE OF BIRTH:

MILITARY UNIT ADDRESS:

INFORMATION ABOUT THE DEPLOYED UNIT AND HOME BASE UNIT:

INFORMATION ABOUT THE EMERGENCY

➡ Name and contact for the immediate family member experiencing the emergency (could be spouse, parent, child/grandchild, or grandparent).

➡ Nature of emergency

➡ Where the emergency can be verified

HOW TO ACCESS EMERGENCY COMMUNICATION SERVICES

1

Call Toll-Free
To speak to a Red Cross Emergency Communications Specialist call
1-877-272-7337

2

Call Free from Overseas
Using a computer, smartphone or tablet, you can call the Hero Care Center for free.

3

Download the App
Use the Hero Care App to access vital emergency and non-emergency resources for military members, veterans and military families.
Download it on the [App Store](#), get it at [Google Play](#), or text "GETHEROCARE" to 90999.

4

Submit a Request Online
Using a computer, smartphone or tablet, you can start a request for services and track its progress from anywhere in the world. For tips on using this self-service tool, please scroll down to watch our video.
[Submit a Request »](#)

SECTION THREE: CASUALTY ASSISTANCE

MARINE CORPS CASUALTY ASSISTANCE PROGRAM

The loss of a Marine is always difficult, especially for the family. Families expect to be informed of the cause and circumstances surrounding the loss of their loved one as soon as it is known. The Casualty Assistance Program is committed to ensuring the families of our fallen Marines are always treated with the utmost compassion, dignity, and honor. We actively seek to improve survivor assistance and have a demonstrated record of quick, effective action.

Services:

Provide immediate casualty assistance to Marine Corps families with compassion, dignity and honor.
Task and assign units to provide Casualty Assistance Calls Officers (CACOs) to supported family members.
Facilitate delivery of command investigations to family members to provide closure.

Learn More:

The Headquarters Marine Corps Casualty Section conducts telephonic notification to the next of kin of wounded, injured and ill Marines utilizing information contained in the Personnel Casualty Report (PCR). Notifications are typically completed within four hours of receipt of the PCR. When warranted, family members may travel to the bedside via Invitational Travel Orders. The Headquarters Marine Corps Casualty Section processes and facilitates this travel. Casualty Assistance Calls Officers (CACOs) are assigned to the next of kin of the deceased, Duty Status Whereabouts Unknown and missing Marines.

Next of kin of the deceased are notified in-person by a uniformed CACO. A chaplain accompanies the CACO when possible. Following notification, CACOs assist the next of kin with burial arrangements, applications for benefits and entitlements, contact with benevolent and philanthropic organizations, obtaining reports of investigation, as well as other pertinent issues.

Headquarters Marine Corps Casualty Section (MFPC) (marines.mil)
<https://www.hqmc.marines.mil/Agencies/Casualty-MFPC/>

***If you are in need of immediate Casualty Assistance please call 1-800-847-1597.
We are available 24 hours a day, 7 days a week***

Military OneSource offers information, resources and non-medical counseling to meet the needs of military family members who have lost a loved one. Help is available 24 hours a day, seven days a week by telephone or internet. Call Military OneSource at 800-342-9647 to speak with a consultant. OCONUS/International?



Call. Click. Connect.
1-800-342-9647

24/7 Resource for Military Members & Families

SECTION FOUR: SPACE AVAILABLE TRAVEL

BENEFIT OVERVIEW

Service members and their families can use Space-A flights – formally known as Military Airlift Command or MAC flights – to travel around the country and world at a reduced cost or for free. Though sometimes unpredictable, military flights are perfect for families with flexible plans and limited travel budgets. With the right planning and documentation, Space-A travel can be the best way to take a trip with your family.

SPACE-A TRAVEL BASICS

These flights are not commercial, but rather military flights with a mission. That means there are certain restrictions to travel, including:

- Only service members, retirees and their families are eligible. Only with certain qualifications are reservists, National Guardsmen and family members without an accompanying active-duty sponsor permitted.
- Flights are typically free of charge, but you should contact your closest Air Mobility Command passenger terminal or the terminal at the location you intend to depart from for specific information.
- Most terminals have a Facebook page where they post flight information, including their 72-hour flight schedule.

SPACE-A TRAVEL ELIGIBILITY

Once you sign up for a Space-A journey, you'll be put into a category that determines your priority for a flight. DOD Instruction 4515.13 provides the complete list of eligible passengers by category. For the most recent instruction, search the DOD Directives Division website for "Air Transportation Eligibility." Categories include:

- **Category I:** Emergency leave unfunded travel
- **Category II:** Accompanied Environmental and Morale Leave
- **Category III:** Ordinary leave, relatives, house hunting permissive temporary duty, Medal of Honor holders and foreign military
- **Category IV:** Unaccompanied EML
- **Category V:** Permissive temporary duty (non-house hunting), students, dependents, post-deployment/mobilization respite absence and others
- **Category VI:** Retired, dependents, reserve, Reserve Officers' Training Corps, Nuclear Propulsion Officer Candidate, Civil Engineer Corps, veterans with a permanent service-connected disability rated as total, surviving spouses of service members who died in active duty, inactive duty training or annual training status, and retired military members

PREPARE FOR YOUR SPACE-A FLIGHT

AMC has a travel page (<https://www.amc.af.mil/AMC-Travel-Site/>) that includes the following important information about Space-A travel. You should review this travel page for up-to-date information, including what type of identification is required for you and your family, baggage allowance for checked and hand-carried baggage, and prohibited items.

- Travel instructions: travel eligibility; locations; required travel documents; registration, flight schedule and checking-in information.
- AMC Form 140, Space -A Travel Request (fill out a form online and email it to your desired AMC passenger terminal)
- Listing of Facebook pages for stateside and overseas locations.
- AMC passenger terminal contact information.
- Various travel information links.
- Legal information for Space-A travel.
- Operations security for social media and travelers.

SECTION FOUR: SPACE AVAILABILITY

NEXT STEP

- Sign up: Air Mobility Command maintains a [list of terminal contact information you can use for Space-A travel planning](#). Sign up for Space-A flights at all potential terminals — arrival and departure — as soon as 60 days out from your expected date of travel. Most retirees and dependents try to sign up 50-55 days before their planned travel date, as those who are on the list for longer will board before others in the same category.
- Double check: Closer to the date of travel, call the terminal to double-check your status on the list. Give them the day and time you signed up, keeping notes of your conversation to create a paper trail to avoid potential miscommunication later.
- Mark yourself present: On your intended departure date, check in at the terminal — [luggage in hand](#). (<https://www.amc.af.mil/AMC-Travel-Site/AMC-Space-Available-Travel-Page/>) paperwork signed, car parked, and all dependents corralled — at least an hour before your desired flight's roll call for passengers. Check your terminal's online schedule frequently, as flight schedules and roll calls can change without notice.
- Wait: Space-A passengers will board [according to their travel category](#), not rank. If there's still space on your requested Space-A flight, terminal staff will help you board and prepare for takeoff. If you're bumped from this flight, you'll still have "sign-up" time seniority — though your category remains the same — for future Space-A flights. Ask the terminal attendant to be considered for all flights going to your desired destination.

SPACE-A TRAVEL TIPS

Once you have signed up, you can take advantage of these in-depth tips and tricks used by other military travelers to fully leverage the Space-A travel program.

- Plan to trade your time for the discounted ticket. The lower your category, the more likely it is that others in higher categories will take available seats on popular flights. Give yourself three-day buffers on each end of your travel plans to catch flights — and remember that more Space-A flights tend to be scheduled on weekdays, Mondays through Fridays.
- Avoid drill weekends and school breaks. Drill tends to fill military Space-A flights, and many families schedule vacations around school breaks. To avoid these, call the terminal's base to ask if the local Guard or reserve unit will be drilling the weekend you intend to leave. Then, check the Department of Defense Education Activity school calendar for seasonal school breaks.
- Be willing to take Space-A flights that get you close — but not directly to — your final destination. If you're traveling from the U.S. to a European destination, for example, consider grabbing a more open flight from a convenient local base to a country close to your destination, then take local civilian transportation.
- Plan for every climate. You might be on a flight initially scheduled to go to Hawaii, but have an emergency reroute to Alaska to fulfill the military Space-A flight's primary mission. Don't be caught with just flip-flops in your luggage.
- Be flexible. Make the delays and alternate routes an adventure, rather than an inconvenience. You may not have expected to go to Germany instead of France, but it's an opportunity for spontaneous sightseeing.
- Don't expect a traditional civilian flight unless it's Patriot Express. Sometimes, the military contracts with a civilian airline for troop movement, making a Patriot Express flight available for Space-A. Other Space-A flights will be on large — and loud — military cargo planes, complete with five-point harnesses for passengers during lift-off and landing. Patriot Express flights also charge a \$20-35 fee per passenger, so plan accordingly.
- Bring supplies for a comfortable flight. Consider taking a small sleeping bag, pillow, blankets and even a yoga mat if you think you'll want to sleep during Space-A flights on large military planes. While some crews provide military-issue earplugs for the noise, you may want to bring your own or some noise-canceling headphones. Winter hats and gloves might help, too — some planes get very cold.

If you're ever unsure of the Space-A travel program's current processes or information, [Air Mobility Command will have all the latest updates](#) to make your next Space-A trip successful.

SECTION FOUR: COMMUNITY RESOURCES

MARINE CORPS COMMUNITY SERVICES DIRECTORY

- Aloha Kitchen: [\(808\) 484-9419](tel:(808)484-9419)
- American Clipper Barber Shop | Camp Smith: [\(808\) 486-8015](tel:(808)486-8015)
- American Clipper Barber Shop | Mokapu Mall: [\(808\) 254-6588](tel:(808)254-6588)
- American Clipper Barber Shop | Selden Street: [\(808\) 254-6588](tel:(808)254-6588)
- Armed Services YMCA Hawaii: [\(808\)-254-4719](tel:(808)254-4719)
- Base Library: [\(808\) 254-7624](tel:(808)254-7624)
- Beach Cottages: [\(808\) 254-2806](tel:(808)254-2806)
- Beach Information & Conditions: [\(808\) 254-7656](tel:(808)254-7656)
- Cabanas at Kaneohe Bay: [\(808\) 254-2806](tel:(808)254-2806)
- Camp Smith Gym: [\(808\) 477-5197](tel:(808)477-5197)
- Camp Smith Pool: [\(808\) 254-7655](tel:(808)254-7655)
- Chapel: [\(808\) 496-5138](tel:(808)496-5138)
- Community Counseling Program: [\(808\) 496-7780](tel:(808)496-7780)
- Dance Movement Academy: [\(808\) 479-3273](tel:(808)479-3273)
- Dry Cleaning, Laundry, and Alterations: [\(808\) 254-3392](tel:(808)254-3392)
- Education Center: [\(808\) 496-2158](tel:(808)496-2158)
- Enterprise Rent-A-Car: [\(808\) 254-0808](tel:(808)254-0808)
- Exceptional Family Member Program (EFMP): [\(808\) 496-0290](tel:(808)496-0290)
- Fairway Inn: [\(808\) 254-2806](tel:(808)254-2806)
- Families Over Coming Under Stress (FOCUS): [\(901\) 206-3648](tel:(901)206-3648)
- Family Advocacy Program: [\(808\) 496-7780](tel:(808)496-7780) ext. 8803
- Family Child Care: [\(808\) 257-7430](tel:(808)257-7430)
- Family Member Employment Assistance Program (FMEAP): [\(808\) 257-2653](tel:(808)257-2653)
- Firearms: [\(808\) 254-3890](tel:(808)254-3890)
- Firestone Complete Auto Care: [\(808\) 254-2258](tel:(808)254-2258)
- Fitness Specialists: [\(808\) 254-7643](tel:(808)254-7643)
- Five-O Motors: [\(808\) 254-7675](tel:(808)254-7675)
- Flying Leatherneck Inn Piloted by Irie Jerk: [\(808\) 548-9726](tel:(808)548-9726)
- Fort Hase Beach: [\(808\) 254-7656](tel:(808)254-7656)
- GameStop: [\(808\) 254-3171](tel:(808)254-3171)
- GNC: [\(808\) 254-2600](tel:(808)254-2600)
- Hale Koa Beach: [\(808\) 254-7656](tel:(808)254-7656)
- Health Promotion: [\(808\) 254-7473](tel:(808)254-7473)
- Hilltop Pool at the Officers' Club: [\(808\) 254-7655](tel:(808)254-7655)
- Human Performance Center: [\(808\) 254-7597](tel:(808)254-7597)
- Indo PACOM Food Court: [\(808\) 486-3428](tel:(808)486-3428)
- Infinitea | Mokapu Mall: [\(808\) 888-3700](tel:(808)888-3700)
- Information, Referral, and Relocation Services: [\(808\) 257-7786](tel:(808)257-7786)
- Information, Tickets, and Tours | Camp Smith: [\(808\) 488-0810](tel:(808)488-0810)
- Information, Tickets, and Tours | MCBH: [\(808\) 254-7563](tel:(808)254-7563) ext:7562
- Inns of the Corps: [\(808\) 254-2806](tel:(808)254-2806)
- Installation volunteer Coordinator: [\(808\) 257-2657](tel:(808)257-2657)
- Intramural Sports: [\(808\) 254-7591](tel:(808)254-7591)
- Juniors Program: [\(808\) 254-7597](tel:(808)254-7597)
- Kahuna's Lanai Sports Bar and Grill: [\(808\) 888-0760](tel:(808)888-0760)
- K-Bay Lanes Bowling: [\(808\) 254-7693](tel:(808)254-7693)
- Klipper Golf Course: [\(808\) 254-3220](tel:(808)254-3220) ext: 222
- Klipper Grill: [\(808\) 254-5592](tel:(808)254-5592)
- Klipper Villas: [\(808\) 254-2806](tel:(808)254-2806)
- Ko'olau Federal Credit Union: [\(808\) 254-3566](tel:(808)254-3566)
- Kulia Gym: [\(808\) 257-3822](tel:(808)257-3822)
- Kupulau Child Development Center: [\(808\) 257-1388](tel:(808)257-1388)
- L&L Hawaiian Grill: [\(808\) 744-4238](tel:(808)744-4238)
- Laulima Child Development Center: [\(808\) 257-2038](tel:(808)257-2038)
- Life Impressions | Engraving Hawaii: [\(808\) 600-1438](tel:(808)600-1438)
- LifeSkills Training & Education: [\(808\) 257-2657](tel:(808)257-2657)
- Lifestyle, Insights, Networking, Knowledge, and Skills (LINKS): [\(808\) 257-2657](tel:(808)257-2657)
- Main Gym: [\(808\) 254-7597](tel:(808)254-7597)
- Main Pool: [\(808\) 254-7655](tel:(808)254-7655)
- Manana Pool: [\(808\) 254-7655](tel:(808)254-7655)
- Marina & Outdoor Recreation Center: [\(808\) 254-7666](tel:(808)254-7666) ext:1
- Marine & Family Support Center: [\(808\) 496-0372](tel:(808)496-0372)
- Marine Corps Exchange | Mokapu Mall: [\(808\) 257-4832](tel:(808)257-4832)
- Marine Corps Family Team Building Training: [\(808\) 257-2657](tel:(808)257-2657)
- Marine Lodge Five Palms: [\(808\) 257-2409](tel:(808)257-2409)
- Marketing Department: [\(808\) 208-0799](tel:(808)208-0799)
- MCCS | Human Resources Office: [\(808\) 254-7632](tel:(808)254-7632)
- MCCS Family Advocacy Program : [\(808\) 496-7780](tel:(808)496-7780) ext:8803
- MCCS Semper Fit | Youth Sports: [\(808\) 254-7636](tel:(808)254-7636)
- McDonald's Hawaii: [\(808\) 254-4053](tel:(808)254-4053)
- MCX Marine Mart | Camp Smith: [\(808\) 488-1234](tel:(808)488-1234)
- MCX Marine Mart | Flightline: [\(808\) 254-7676](tel:(808)254-7676)
- MCX Marine Mart | Main Gate + Gas Lanes: [\(808\) 254-7670](tel:(808)254-7670)
- MCX Marine Mart | Manana + Gas Lanes: [\(808\) 455-7866](tel:(808)455-7866)
- MCX Marine Mart | Mokapu + Gas Lanes: [\(808\) 254-2775](tel:(808)254-2775)
- MCX Marine Mart | Selden: [\(808\) 254-7482](tel:(808)254-7482)
- Mokapu Recreational Lodging: [\(808\) 254-5696](tel:(808)254-5696)
- Navy Marine Corps Relief Society: [\(808\) 257-1972](tel:(808)257-1972)
- New Parent Support Program (NPSP): [\(808\) 496-8803](tel:(808)496-8803)
- North Beach: [\(808\) 254-7656](tel:(808)254-7656)
- Outdoor HITT Center & HITT Boxes: [\(808\) 254-7597](tel:(808)254-7597)
- Pali Kilo Beach (Secret Beach): [\(808\) 254-7656](tel:(808)254-7656)
- Panda Express: [\(808\) 200-5987](tel:(808)200-5987)
- Papa John's Pizza Hawaii: [\(808\) 254-4005](tel:(808)254-4005)
- Personal Financial Management Program: [\(808\) 496-7783](tel:(808)496-7783)
- Pool Activities: [\(808\) 254-7655](tel:(808)254-7655)
- Pyramid Rock Beach: [\(808\) 254-7656](tel:(808)254-7656)
- Race Coordinator: [\(808\) 254-7590](tel:(808)254-7590)
- Race Series & Competitions: [\(808\) 254-7590](tel:(808)254-7590)
- Readiness and Deployment Support Training: [\(808\) 257-2657](tel:(808)257-2657)
- Resource and Referral Office: [\(808\) 257-7430](tel:(808)257-7430)
- School Age Care (SAC): [\(808\) 257-2030](tel:(808)257-2030)
- School Liaison Program (SLP): [\(808\) 496-2019](tel:(808)496-2019)
- Semper Fit: [\(808\) 254-7597](tel:(808)254-7597)
- Sexual Assault Prevention & Response Program (SAPR): [\(808\) 496-7777](tel:(808)496-7777)
- Sexual Assault Prevention and Response Program: [\(808\) 496-7777](tel:(808)496-7777)
- Sgt Maj Porter Field: [\(808\) 254-7597](tel:(808)254-7597)
- Single Marine and Sailor Program (SMSPP): [\(808\) 254-7593](tel:(808)254-7593)
- Single Marine Program (SMP) | Camp Smith Recreation Center: [\(808\) 477-0808](tel:(808)477-0808)
- Single Marine Program (SMP) | MCBH Recreation Center: [\(808\) 254-7593](tel:(808)254-7593)
- SkillBridge: [\(808\) 496-4910](tel:(808)496-4910)
- SNCO Club: [\(808\) 254-5592](tel:(808)254-5592)
- Spectrum: [\(808\) 254-0001](tel:(808)254-0001)
- Starbucks: [\(808\) 254-7475](tel:(808)254-7475)
- Strikers Grill and Tap: [\(808\) 254-7663](tel:(808)254-7663)
- Substance Assessment and Counseling Center: [\(808\) 496-2456](tel:(808)496-2456)
- Substance Assessment and Counseling Program: [\(808\) 496-2456](tel:(808)496-2456)
- Subway | Camp Smith: [\(808\) 488-3185](tel:(808)488-3185)
- Subway | Main Gate Marine Mart: [\(808\) 367-0027](tel:(808)367-0027)
- Subway | Mokapu Mall Food Court: [\(808\) 200-1070](tel:(808)200-1070)
- Sunset Lanai Restaurant | Camp Smith: [\(808\) 888-4322](tel:(808)888-4322)
- Taco Bell: [\(808\) 254-7090](tel:(808)254-7090)
- Transition Readiness Program: [\(808\) 496-4910](tel:(808)496-4910)
- Tuition Assistance Program: [\(808\) 496-2158](tel:(808)496-2158)
- Unit, Personal and Family Readiness Program (UPFRP) Training: [\(808\) 257-2657](tel:(808)257-2657)
- UPS Store: [\(808\) 254-3805](tel:(808)254-3805)

If the prefixes 257 or 254 do not work, replace it with 496 and try again.