



Flight Plan to Financial Freedom



Air Force Financial Readiness: Your Pre-Deployment Flight Plan Instructor Guide

May 2020

Guidance on financial readiness training requirements are outlined in AFI 36-3009 (10 May 2019), *Airman and Family Readiness Centers*.

COURSE ORGANIZATION

Your *Pre-Deployment Flight Plan* comprises four parts:

- › Introduction
- › Financial Planning for Deployment
- › Know Before You Go
- › Conclusion

COURSE MATERIALS

A list of required materials is included in the materials section. All learning aids are included with the course materials and instructors may print new blank forms as needed.




A bank of items for quizzing and review is included among the course materials, to be used at the instructor's discretion.

INSTRUCTOR NOTES

Sections labeled "Instructor Note" include additional information for instructor background, as well as activities that provide practical application of key learning points. Instructor notes contain an icon and appear in a shaded text box for easier recognition.

CONTENT ICONS

The following icons are used throughout the guide:

Instructor Note:	<i>Indicates additional information related to the content for the instructor</i>
	Handout (<i>indicates a handout is associated with the content</i>)
	Learning Activity (<i>indicates a learning activity</i>)
	Animated Slide (<i>indicates that a slide is animated</i>)

TRAINING EVALUATIONS

Upon completion of the *Your Pre-Deployment Flight Plan* training, learners are encouraged to complete a training evaluation. Please check the Personal Financial Readiness (PFR) Operations Guide for the most current information on how to complete a course evaluation and encourage learners to complete the evaluation.



GUEST SPEAKERS

The use of guest speakers is to be determined by each Airman and Family Readiness Center (A&FRC) or command. Speakers may be invited to present information about a specific organization or as a subject matter expert. Use of guest speakers must comply with Air Force Instruction (AFI) 36-2925, *Personal Commercial Solicitation on Air Force Installations*, and use only Air Force-provided materials; that is, this training.

DESCRIPTION

- I. Length of Training. *Your Pre-Deployment Flight Plan* shall consist of approximately 30 minutes of live classroom training.
- II. Sections. *Your Pre-Deployment Flight Plan* contains an introduction, two content sections, and a conclusion. (Please see the content outline for details.)
 - A. Introduction
 - B. Financial Planning for Deployment
 - C. Know Before You Go
 - D. Conclusion

LEARNING OBJECTIVES

- I. **Terminal Objective:** Upon completion of this course, learners should be able to articulate personal financial planning and management goals related to deployment in the near future.
- II. **Enabling Objectives:** During this course, learners will:
 - A. Generate a list of anticipated deployment-related changes to his or her spending plan.
 - B. Understand the Savings Deposit Program (SDP) eligibility and how to use this benefit (<https://www.dfas.mil/militarymembers/payentitlements/sdp.html>).

CONTENT OUTLINE

- I. Introduction (2 minutes)
 - A. Welcome
 - B. Facilitator Introduction
 - C. Course Purpose and Rationale
 - D. Agenda
- II. Financial Planning for Deployment (5 minutes)
 - A. Factor in Changes
 - B. Plan for the Unexpected and Irregular
 - C. Set Achievable Financial Goals
 - D. Make a Workable Plan



III. Know Before You Go (20 minutes)

- A. Manage Payments While Deployed
- B. Estate Planning
- C. Power of Attorney (POA)
- D. Servicemembers Civil Relief Act (SCRA)
- E. Life Insurance and Servicemembers' Group Life Insurance (SGLI)
- F. Savings
 - a. Savings Deposit Program (SDP)
- G. Combat Zone Tax Exclusion (CZTE)
- H. Student Loan Management
- I. Auto and Property Insurance
- J. Active-Duty Alerts
- K. Financial Emergencies

IV. Conclusion (3 minutes)

- A. Closing
- B. Evaluation
- C. Certificates

MATERIALS AND EQUIPMENT

Materials and equipment needed:

- › Projector/screen
- › *Your Pre-Deployment Flight Plan* PowerPoint slides
- › Chart paper and easel or whiteboard and markers
- › Paper
- › Pens, pencils

Forms:

- › Course sign-in sheet (from the course materials)
- › *Servicemembers Civil Relief Act Simplified* handout
- › *Student Loan Repayment Options for Military Borrowers* handout
- › Course evaluation
- › Course certificate

COURSE PREPARATION

Instructor Note: Being prepared for training promotes organization, projects a positive image, and reduces stress. To ensure proper preparation for your training, do the following:

- › Create a roster of learners before the training begins.
- › Set up an attendee sign-in sheet on a sign-in table near the front of the classroom.
- › Place a sharpened pencil and blank paper for notes at each seat.



CONTENT



SLIDE 1

Introduction

Welcome

Welcome learners to *Your Pre-Deployment Flight Plan*. Tell them that they have an opportunity to take advantage of financial opportunities during deployment that can help them achieve their financial goals.

Facilitator Introduction

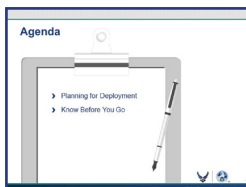
Introduce yourself by providing:

- › Your name
- › Your position
- › Your experience as a facilitator and/or with personal financial management

Course Purpose and Rationale

Explain that the information provided over the next 30 minutes will help them make a financial plan for deployment. Having an effective financial plan will help them remain focused on the mission during deployment and ease the transition when they return home.

Disclaimer: Tell learners the information provided in this course does not constitute a formal endorsement of any company, its products, or services by the Air Force. Specifically, the appearance or use of external hyperlinks does not constitute endorsement by the Air Force of the linked websites, or the information, products, or services contained therein. The Air Force does not exercise any editorial control over the information you may find at these locations. This information provides informational resource material to assist military personnel and their families, to assist in identifying or exploring resources and options.



SLIDE 2

Agenda: What You Will Learn

Tell learners that deployments can be exciting, but they can also be stressful. Preparation can help reduce the stress. To help them prepare financially, you will be discussing two key topics: planning for deployment and the things they need to know before they go on deployment.

Financial Planning for Deployment

Tell learners that financial planning for deployment is important for several reasons:

Planning increases cash flow. Ask learners how many of them would like a 10% raise right now? Explain that by having a financial plan in place



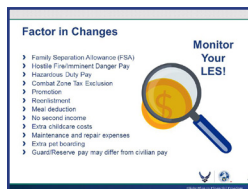
SLIDE 3



before they deploy, one that is realistic and flexible enough to follow during and after the deployment, they may be able to increase their cash flow by 10% or more. Many service members and their families are able to save money due to the additional pay and allowances during a deployment. Pay and bonuses may be earned tax-free during deployment depending on the deployment location.

Planning reduces stress. It is challenging and stressful to handle routine issues such as bill paying, car repairs, and home maintenance from a long distance. If learners have a solid financial plan before they leave, much of this stress can be eliminated.

Planning prepares them for the future. If the plan learners put into place for deployment works well, then it will provide a sound foundation for their post-deployment budget. Establishing goals and sticking to a sound financial plan are lifelong skills that will serve them well during and after deployment and will set them up for lifelong financial success. Additionally, their next deployment will probably go even smoother, because they will have experience managing it successfully.



SLIDE 4



Factor in Changes

Tell learners to be on the lookout for changes in income that can result from a deployment, and to make budget adjustments for any possible pay changes.

Ask: What are some ways your pay might change during a deployment?

Answers may include:

- › Family Separation Allowance (FSA)
- › Hostile Fire/Imminent Danger Pay
- › Hazardous Duty Pay
- › Combat Zone Tax Exclusion
- › Pay increase due to promotions or reenlistment
- › Meal deduction in deployed locations
- › No second income
- › Extra childcare costs
- › Maintenance and repair expenses
- › Extra pet boarding costs
- › Guard/Reserve members may find that their military pay differs significantly from their civilian pay



Remind learners to review their Leave and Earnings Statement (LES) for a list of allowances they are currently receiving. If they are working a job outside the Military, they will need to make adjustments for loss of their second income. They will also need to take into account additional child care costs and, if necessary, factor in the costs of boarding or caring for pets in their absence. They should continue to monitor their LES allowances and deductions closely throughout their deployment.

Guard/Reserve members may need to verify that their pay is correct once deployed and account for any income changes in their budget.



SLIDE 5

Plan for the Unexpected and Irregular

Instructor Note: Distribute any information you have on the Air Force Aid Society's Car Care Because We Care Program, or direct learners to AFAS (<https://www.afas.org/community-programs/>) to find out more.

Note that unanticipated expenses can throw a financial plan into a tailspin, so learners should be sure to budget for expenses that do not occur each month. Unanticipated expenses such as car repairs, lawn and garden services in lieu of work usually done by the deployed Airman, or home maintenance can be costly! Just as important to consider are irregular expenses—expenses that don't necessarily occur monthly but need to be paid, like insurance, vehicle registration, and birthday or holiday gifts. It is important to build into your spending plan coverage for the unanticipated and irregular expenses. Additionally, married Airmen should consider obtaining a power of attorney to authorize the spouse use of Air Force Aid Society (AFAS) assistance if their savings are minimal—just in case. A power of attorney will allow a spouse to apply for emergency financial assistance from AFAS.



SLIDE 6



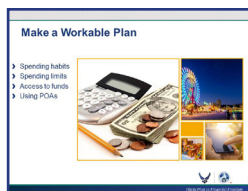
Set Achievable Financial Goals

Ask: What are your financial goals? The time before a deployment is a great opportunity to think about what you would like to accomplish financially.

Ask if learners are at least maximizing the 5% matching funds available for Thrift Savings Plan (TSP) contributions; if not, perhaps deployment can help them reach that goal. Note that if they are deploying to a combat zone, under U.S. tax code, sections 415 and 402 rules, they may be able to transfer additional money earned in a Combat Zone Tax Exclusion (CZTE) area into their TSP accounts, with an upper limit of \$55,000 instead of the usual \$19,500. Note that you will have more information about CZTE and TSP contributions on other slides.



The added pay and benefits they may receive during deployment can also provide extra income to pay off credit cards, save for a down payment on a house or car, start investing, or start a college fund. Digital planning tools for debt reduction are available from many sources, including Power Pay (<https://powerpay.org>) and the Airman and Family Readiness Center (A&FRC). Goal setting forces them to decide what they want to accomplish with their money and clearly defines the steps they need to take to achieve those goals. A&FRC financial counselors/educators can help them establish financial goals for future financial success.



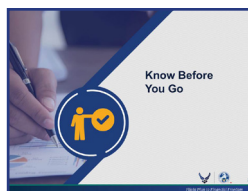
SLIDE 7



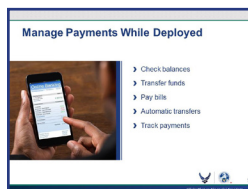
Make a Workable Plan

Ask learners about their households. Are they dual military? Single without children? Single parents? Married to civilians? Every household faces unique financial challenges during a deployment. Deploying Airmen need to clarify and de-conflict responsibilities for those who will be helping them manage their finances while they are deployed. Conversations about spending habits, spending limits, access to bank accounts, and the use of powers of attorney (POAs) are essential, not just nice-to-have.

Suggest to learners that they budget as realistically as possible for expenses that they will have on deployment. Remind them to include amounts for recreation (if available), phone calls, souvenirs, and so on. Married service members need to budget realistically for the needs of all family members. Many service members find that one of the advantages of an extended deployment is that it provides an opportunity to save money. However, allowances must be made for some recreation to give everyone a break—both the individual on deployment and the family members at home.



SLIDE 8



SLIDE 9



Know Before You Go

Manage Payments While Deployed

Tell learners that if regular internet access is available, online banking may be an excellent option for managing finances while deployed. Online banking is a regular service offered by most financial institutions, allowing account holders to conduct banking transactions over the internet using a personal computer, smartphone, laptop, or tablet.

For deploying service members, online banking allows them to perform a wide range of transactions in one online location. With online banking, they can keep up with their finances, check balances, transfer funds, and pay bills. They may also be able to set up automatic transfers between



accounts and for loan and credit card payments. They should be sure to determine if there are additional fees associated with using online banking. If they know this ahead of time, they can plan for any additional expenses.

Remind learners to be sure to track automatic transfers and payments to ensure they do not overdraw their accounts by spending money designated for an automatic transaction.



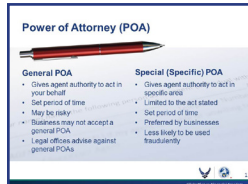
SLIDE 10



Estate Planning

Define “estate planning” as: Preparations made to ensure learners’ wishes for their survivors are carried out in the event they die or become incapacitated. Estate planning can include preparation of a will, creation of an advance directive (sometimes called a living will) for medical care, updating beneficiaries listed on Servicemembers’ Group Life Insurance (SGLI) (and/or other insurance policies), Thrift Savings Plan (TSP) (and/or other investment accounts), designating one or more guardians for dependents, establishing trust funds for dependents, and even making funeral arrangements.

Suggest learners work with the base legal office to draft or update these documents as far in advance of deployment as possible.



SLIDE 11



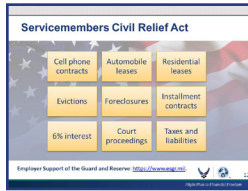
Power of Attorney

Explain to learners that a general power of attorney gives someone the authority to act on their behalf for the entire period of time indicated. They should, therefore, make the authorization period the length of the deployment or no longer than one year. Because the person to whom they grant power of attorney has the authority to make significant decisions about property and finances on their behalf, it could be tempting for someone to abuse the powers given them by this document. Many businesses do not accept a general power of attorney, and many legal offices advise against them.

A specific (or special) power of attorney gives someone the authority to act on their behalf in one specific area (e.g., selling or buying a car, selling or buying a home, signing tax returns). It is limited to the specific act noted on the document. Businesses prefer a special power of attorney because the position is less likely to be abused or used fraudulently.

For single parents, it may be wise to give a medical power of attorney to their childcare provider to handle any medical emergencies that may arise while they are deployed. They may also need a special power of attorney for their child’s caretaker to enroll the child in school, sign permission slips, etc.





SLIDE 12



Servicemembers Civil Relief Act (SCRA)

Instructor Note: Distribute the *Servicemembers Civil Relief Act Simplified* handout.

Tell learners that the SCRA may help them manage contracts and other financial issues once they receive deployment orders.

Termination of cellphone contracts: The SCRA requires domestic cellphone carriers to suspend or terminate cell phone contracts without charging any early termination fees if the service member's deployment prevents them from using their services. (If the cellphone carrier is based outside the U.S., the Air Force Aid Society may be able to help.) If the service member does not wish to cancel his or her service and will be deployed outside the United States, domestic providers must allow the service member to suspend service at no charge without requiring an extension of the contract. Note that the service member must make the request to his or her provider before leaving on deployment.

Automobile leases: If a service member enters into an automobile lease before going on active duty, he or she may request termination of the lease when called to active duty. Service members making a permanent change of station (PCS) move from CONUS to OCONUS (or vice versa), or who deploy for a specified period of time in support of a military operation, may also be able to terminate such leases.

Termination of residential leases: The SCRA allows a service member to terminate a residential lease entered into while in the military if the member receives PCS orders from the contiguous United States to an overseas assignment (or vice versa) or orders to deploy for a specified period of time.

State that activated Guard and Reserve members should pay particular attention to their rights and responsibilities under the SCRA, including provisions of the law that cover evictions from housing, relief from foreclosure, installment contracts, the interest rate on debts, and legal proceedings. They should also be familiar with their rights and responsibilities under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (<https://www.dol.gov/agencies/vets/programs/userra>).

The Employer Support of the Guard and Reserve website (<https://www.esgr.mil>) is an excellent source of information, with links to experts who can assist with reemployment issues.





SLIDE 13



Life Insurance and Servicemembers' Group Life Insurance (SGLI)

Remind learners that they will need to update or sign off on their enlisted or officer records before deploying. They may not like thinking about life insurance, but there is no better time to make clear-headed choices about amounts and beneficiaries. If current or future circumstances or needs have changed, they may need to update their current insurance elections.

Remind service members that the Servicemembers' Group Life Insurance (SGLI) is a government-operated group life insurance plan available for those on active duty, ready reservists, and certain others in training status. Coverage ranges from \$50,000 to \$400,000 in increments of \$50,000. Those on active duty are automatically signed up for \$400,000 coverage unless another election is made. Carefully review any additional life insurance coverages for potential disqualifying events or changes in terms of the policy.

Tell learners that it is important to update SGLI and other insurance beneficiaries as often as necessary. Life events such as marriage, divorce, and changes in dependents should influence beneficiary designation. This can help prevent potential legal issues down the road. Additionally, if a service member's situation calls for the beneficiary to be a minor, the service member should set up an account with an adult custodian to hold the money free of charge until the recipient turns 18.



SLIDE 14



Savings

Remind learners that deployment can be a great time to save money. They should consider contributing regularly to a savings account if they are not already doing so. Remind Airmen that saving regularly builds habits that help prepare them for the unexpected, even if they start with \$20 a month. They can start saving by allotment before deployment. Setting up a bank allotment is a great way to "pay themselves first" and guarantee that they add to their savings on a regular basis.

Emergency fund: Remind learners that they can save a lot of financial stress by establishing an emergency fund for unexpected expenses. Experts recommend having three to six months of living expenses saved as an emergency fund to cover car and home repairs or sudden travel expenses if they have to return home for a family emergency.

Assure learners that while it may take time to reach their emergency fund savings goal, it is important to add to the fund regularly until the goal is met and avoid withdrawals in the buildup phase as much as possible.





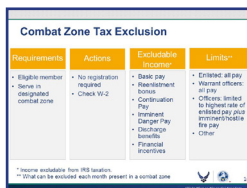
SLIDE 15

Savings Deposit Program (SDP)

Explain to learners that if they will be deploying to a hazardous duty area, they may be eligible to participate in the DoD Savings Deposit Program (SDP). The SDP provides a great opportunity to increase savings by guaranteeing an annual return of 10%, compounded quarterly, up to \$10,000 in savings.

To participate, they must be entering an SDP-eligible combat zone and be receiving Hostile Fire Pay. They have to be in theater for 30 days before starting their SDP account. To sign up and make deposits, they should contact the disbursing or finance office at their deploying location or any military finance office in theater. They can make deposits via allotment, cash, check, or money order, and the money will continue to accrue interest until 90 days after they leave a combat zone. Learners can find additional information at the Defense Finance and Accounting Service (DFAS) website: www.dfas.mil/militarymembers/payentitlements/sdp.html.

Instructor Note: Some banks and credit unions offer programs similar to SDP to service members, such as the Service Credit Union's Warrior Savings Deposit Plan. (<https://servicecu.org/military-banking/special-programs/>)



SLIDE 16



Combat Zone Tax Exclusion (CZTE)

Inform learners that eligible members who serve in a combat zone can have income excluded from taxation by the IRS. When possible, contributions should be put into a Roth account to avoid taxes on withdrawals. State that CZTE is fully developed in IRS Publication 3, *The Armed Forces Tax Guide*, which is the authoritative source for all military-specific tax matters; you will only discuss some highlights in the present course.

Requirements

- › Members must be eligible.
- › They must be serving or have previously served in a designated combat zone during the tax year(s) in which they receive the exclusion.



Actions

There is no required action for service members who receive the exclusion. Each military organization will automatically certify entitlements by excluding reportable income on members' W-2s. Any members who believe they are entitled and whose W-2 reflects their full, unadjusted annual pay and benefits should contact their military pay office for a corrected W-2.

Provisions

Excludable Income: Members can exclude the following income. This is usually reflected on your W-2 form:

- › Basic Pay: All for every month they are present in a combat zone.
- › Reenlistment Bonuses: They can exclude this income if the reenlistment occurred while present in a combat zone.
- › Continuation Pay: They can exclude this if the member elects to receive Continuation Pay and reaches his or her 12th year of service while in an eligible combat zone.
- › Imminent Danger/Hostile Fire Pay: They can exclude all of this income.
- › Discharge Benefits: They can exclude income from selling accrued leave earned while in a combat zone.
- › Awards and other Financial Incentives: They can exclude associated income for submissions made while in a combat zone.

Additionally, income considered excludable is not included in calculations to determine income-based student loan repayment.

Non-Excludable Taxes: Military pay earned while in a combat zone is subject to Social Security and Medicare taxes and will appear on the Airman's W-2.

Period Covered: Airmen will receive the exclusion for months they served in a combat zone, including partial months of service. One or more days served in a combat zone during any month counts as a full month.

Limits

The following exclusion limits apply:

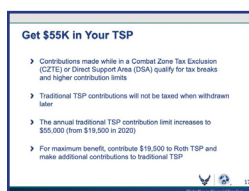
- › Enlisted members can exclude all military pay for each month present in a combat zone.
- › Commissioned officers are limited to the highest rate of enlisted pay plus imminent danger/hostile fire pay for each month present in a combat zone.



The following exclusion combinations are authorized for dual military personnel:

- › Both spouses are military personnel and both served in a combat zone: Both spouses may receive the tax exclusion for the months they were present in a combat zone.
- › Both spouses are military personnel and one served in a combat zone: The spouse who served in a combat zone may receive the tax exclusion for the months he or she was present in the combat zone.

Hospitalization: Service members can exclude military pay earned during hospitalization (in or out of a combat zone) due to wounds, disease, or injury incurred in a combat zone. Military pay received for hospitalization that extends beyond two years from the last month of presence in a combat zone is not excluded.



SLIDE 17

Get to \$55K in Your TSP

State: Contributing pay earned while serving in a CZTE area or Direct Support Area (DSA) provides opportunities to grow your TSP accounts through tax breaks and higher contribution limits.

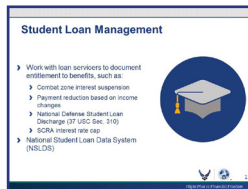
First, the money you contribute to your traditional (tax-deferred) or Roth (tax-paid) TSP account while on these assignments is invested tax-free. Also, if you contribute to a traditional TSP account your contributions, but not their earnings, are tax-free when you withdraw them. If you contribute to a Roth TSP account, your contributions and their earnings are tax-free when you withdraw them (if you satisfy the regular requirements for a Roth withdrawal.)

Second, you can contribute more than the annual elective deferral limit (\$19,500 in 2020) to your traditional TSP account. Under this scenario, in 2020 the sum of your and the government's contributions max out at \$55,000. The \$55,000 limit does not apply to a Roth TSP account, even if you are in a designated CZTE or DSA. The most you can contribute (in 2020) to your Roth TSP is \$19,500. Once you hit the \$19,500 limit, to continue making TSP contributions you would need to switch your contributions from a Roth TSP to a Traditional TSP account. Since both the Roth contributions and earnings will be tax-free when withdrawn (if you satisfy the regular requirements for a Roth withdrawal) many members will conclude it is smartest to contribute to a Roth TSP account first when serving in a CZTE or DSA.

The monthly CZTE/DSA compensation for officers is limited to the maximum enlisted pay amount, plus the amount of Hostile Fire/Imminent Danger Pay payable to the officer for the qualifying month. The monthly CZTE/DSA compensation for enlisted members is unlimited.



(Source: Department of Defense, Office of Financial Readiness. A Guide to the Uniformed Services Blended Retirement System. Retrieved August 29, 2018. <https://militarypay.defense.gov/Portals/3/Documents/BlendedRetirementDocuments/A%20Guide%20to%20the%20Uniformed%20Services%20BRS%20December%202017.pdf>.)



SLIDE 18



Student Loan Management

Instructor Note: Distribute the *Student Loan Repayment Options for Military Borrowers* handout.

Inform learners who have student loans to work with their loan servicers to ensure they receive all benefits due to them while on deployment. Borrowers deployed to combat zones are legally entitled to have interest on their loans suspended for the duration of their service there. Activated Guard or Reserve members for whom mobilization reduces income may qualify for income-based payment reductions. Some service in hostile-fire areas may entitle Airmen to loan cancellation.

Servicemembers Civil Relief Act (SCRA)

Explain to learners that the SCRA can reduce the interest rate on student loans for Guard and Reserve members ordered to active duty. Many private lenders charge interest rates above 6%. Remind borrowers to work with their loan servicers and meet documentation requirements before reducing payments. They must also notify servicers when they are released from active duty.

National Student Loan Data System

Tell learners that information about their student loans can be found on the Studentaid.gov site (<https://studentaid.gov/manage-loans/repayment/servicers#your-servicer>.)

Instructor Note: Remind learners that links to resources can be found on the *Student Loan Resources for Military Borrowers* handout.



SLIDE 19



Medical Coverage

Ask: Do you need to update coverage under TRICARE or a civilian health insurance policy?

Guard/Reserve members receive TRICARE coverage for themselves and their families when reporting for active duty. Coverage may begin sooner if the orders have a delayed reporting date. Airmen and family members should coordinate coverage with civilian employers to ensure continuity of coverage as they transition to active duty. (<https://tricare.mil/Plans/Eligibility/NGRMandFamilies/CoverageScenarios>).





SLIDE 20

Auto and Property Insurance

Remind learners to be sure to maintain coverage while on deployment. Some companies will allow continued coverage at a reduced rate while the insured is deployed. Airmen should contact their insurers and let them know their cars will be “off the road.” If they drop coverage, their rates will likely go up when they reinstate it. If they still owe money on the vehicle, the creditor will require them to maintain coverage.



SLIDE 21

Active-Duty Alerts

Tell learners that if they do not expect to seek new credit while deployed, they might consider placing an active-duty alert on their credit report. An active-duty alert requires creditors to take steps to verify the identity of the applicant before granting credit in that person’s name. It is effective for one year, unless the service member asks for it to be removed sooner. If deployment lasts longer than one year, Airmen may place another alert on their report. Remind learners to keep records of dates of phone calls and copies of all correspondence. To place an active-duty alert, or to have it removed, Airmen should call the toll-free fraud number for one of the three nationwide consumer credit reporting agencies. The agency that they call is required to contact the other two agencies. The law allows personal representatives (e.g., spouses or parents) to place or remove an alert. Airmen should continue to review credit reports and accounts to ensure they have not become victims of identity theft. Those who do become victims of identity theft will find resources available from the Federal Trade Commission via <https://www.identitytheft.gov>.

Instructor Note: Emphasize that Airmen are eligible for free credit monitoring, depending on their duty status. Tell learners that credit monitoring means the reporting agency will alert the Airman about unusual account activity. Each of the credit-reporting agencies has its own application procedure. The important point, however, is that the Airman must request this service. Though free, the service is not automatic.



SLIDE 22

Financial Emergencies

Explain to learners that it is important for everyone to have an emergency fund to cover unforeseen emergencies and unplanned expenses. With additional family members and additional expenses, it is crucial to build adequate savings. If learners do not currently have an emergency savings fund, they should put aside at least a little each month to build up a minimum of \$1,000 to fall back on in case of emergencies. Emphasize that their goal should be to eventually have three to six months’ worth of monthly expenses and bills in their emergency fund. They should also keep track of (and plan for) irregular expenses so they do not cause a financial emergency.





SLIDE 23

Conclusion

Closing

Summarize the training by reminding learners that there is a lot of work to do and factors to consider when they are preparing financially for a deployment. Fortunately, there are many people and organizations that can provide information, guidance, and assistance. It is wise to become familiar with these sources.

Instructor Note: Remind learners that participant evaluations are an essential part of facilitation. Encourage learners to complete the training evaluation.

Explain that certificates are available, if needed, and can be collected before they leave the classroom.

Thank everyone for participating!

