Deployment Checklist

Every deployment is different. Sometimes you barely have time to pack and say your goodbyes. Other times you have weeks to get your affairs in order. You may be on standby alert, never knowing when you will be expected to report – the next day, or the next week.

The following deployment checklists can help you in either situation. Print and carry them with you as you work through your deployment preparations:

- ☐ **Rapid Deployment Checklist**
- ☐ **Deployment Preparations Checklist**
- ☐ **Deployment Documents and Records Checklist**

RAPID DEPLOYMENT CHECKLIST

When the nation calls, our service men and women are the first to respond. Because we understand the circumstances you experience during this difficult time, we have identified four immediate steps you should address prior to departure:

- ☐ Prepare a will.
- ☐ Complete a power of attorney so that someone you trust can conduct business on your behalf while you are away or designate someone to make health care decisions on your behalf.
- ☐ Register for online access to your accounts. Obtain PIN numbers and passwords as needed.
- ☐ Establish automatic payment plans to have your bills paid.

DEPLOYMENT PREPARATIONS CHECKLIST

Based on many years of serving the military community and their families, we have identified some areas you may want to focus on before you leave. We have also included tips and suggestions that may help family members while you are away.

Financial Checklist

- ☐ Contact a Financial Advisor to discuss your situation prior to departure.
- ☐ Review life insurance coverage for you and your family.
- ☐ Set up a folder to hold receipts, financial and legal documents in your absence.
- ☐ Review your financial arrangements. Make sure all financial accounts are shared with your spouse.
- ☐ Record financial account numbers and take a copy of that record with you when you deploy.
- ☐ Review your financial needs. Ensure that any loans that may be needed are prearranged.
- ☐ Review investment options and consider investing tax-exempt income.
- ☐ Set up automatic deposit, investment and payment services.
- ☐ Discuss budgets for home and deployment expenses.
- ☐ Plan for the unexpected expense like car and home repairs.
- ☐ Consider keeping additional funds in your checking account at all times.

Legal Considerations

- ☐ Prepare a will.
- ☐ Consider a living will for you and your spouse. Make sure your spouse, relative or friend is aware of its contents.
- ☐ Consider giving your spouse, relative or trusted friend a power of attorney or limited power of attorney to handle affairs in your absence or designate someone to make health care decisions on your behalf. (Consult a legal advisor.)
- ☐ Place important documents in a safe deposit box.

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Personal Property

- ☐ Review your property insurance coverage.
- ☐ Replace filters on heating and air-conditioning systems.
- ☐ If there are any repair needs for electrical, climate-control and water systems, have them done now.
- ☐ Make sure your spouse knows how to turn off the hot water heater, water or well pump, gas mains and any other major systems.
- ☐ Check your smoke detectors.
- ☐ Label fuses and circuit breakers and show your family members how to use them.
- ☐ Arrange for a home security system.
- ☐ If you have a home security system, make sure it works. Leave instructions with a neighbor or trusted friend should the alarm activate.
- ☐ Photograph or videotape the condition of your property.
- ☐ Update your property inventory with serial numbers.

Prepare a household emergency kit:

☐ Flashlight	☐ First-aid kit	☐ Extra batteries	☐ Electrical tape
☐ Candles	☐ Fire Extinguisher	☐ Matches	☐ Bottled water

If you are leaving your home or apartment unattended

- ☐ Complete a temporary change-of-address form.
- ☐ If you are renting a home or apartment, notify your landlord that you will be gone.
- ☐ Cancel your newspaper delivery.
- ☐ Secure any weapons you may have in your home.
- ☐ Make arrangements with a family member or someone you trust to secure and protect your personal property. Consider a commercial storage facility as an alternative.
- ☐ Arrange for high-value items ($2,500 or more) to be stored in a secure location like a safety deposit box.

DEPLOYMENT PREPARATIONS CHECKLIST

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Auto

- ☐ Review your auto insurance coverage.
- ☐ Notify your insurance company if your car will be idle or placed in storage. Adjust coverage as necessary. Ensure your license plates and inspections are current.
- ☐ Make sure your registration, insurance and inspection stickers are up-to-date.
- ☐ Sign-up for roadside emergency service.
- ☐ A way to seek help (cell phone, calling card or change).
- ☐ Ensure vehicle has been serviced.
- ☐ Make a list of repair facilities (including tire and body shops).
- ☐ Make a maintenance schedule (for oil changes and tire realignments, etc.).

Prepare a roadside emergency kit:

☐ Flares	☐ First-aid kit	☐ Spare tire	☐ Ice scraper
☐ Jack	☐ Blanket	☐ Maps	☐ Tool kit
☐ Spare batteries	☐ Flashlight/lantern	☐ Jumper cables	☐ Bottled water
☐ A way to reach help (cell phone or calling card)			

Medical

- ☐ Make sure DEERS (Defense Eligibility Enrollment Reporting System) is current.
- ☐ Make sure your spouse understands the military's Family Member Dental Plan.
- ☐ Verify TRICARE status for your family.
- ☐ Review family TRICARE procedures with your spouse.
- ☐ Check your prescriptions for status of refills and expiration dates.
- ☐ Ensure you have a spare set of eyeglasses and/or contact lenses.
- ☐ Consider signing a medical power of attorney for health care decisions in the event of injury.

Deploying Overseas

- ☐ If your deployment is international, notify your long distance provider to make sure your family is on an international calling plan.
- ☐ Notify your credit card company if you are taking your card overseas.

FOR DEPLOYMENT ASSISTANCE: CALL USAA at 1-877-2DEPLOY (33-7569).

DEPLOYMENT PREPARATIONS CHECKLIST

Miscellaneous

- ☐ Make sure your spouse is aware of financial and computer passwords.
- ☐ Notify creditors who may offer deployment discounts.
- ☐ Set-up an emergency communication plan.
- ☐ Make sure your family's military I.D. cards are current and will not expire while you are gone.
- ☐ Notify your children's school of your deployment.
- ☐ Arrange care for your pets. Make sure all shots are up-to-date. Notify your veterinarian if someone will be taking care of your pet.
- ☐ Make a list of important e-mail addresses to take with you.

DEPLOYMENT DOCUMENTS & RECORDS

It's important to keep certain paperwork readily available for emergencies. Keep these documents in a secure place such as a safe deposit box or a fire resistant location. These documents should be updated prior to each deployment.

Legal Documents & Records

- ☐ Wills
- ☐ Powers of attorney
- ☐ Birth certificate(s)/adoption records
- ☐ Burial and funeral instructions
- ☐ Copy of Emergency Data Card (DD Form 93)
- ☐ Court orders of documents (Divorce, Child Custody/support)
- ☐ Social Security Cards for family members
- ☐ Tax records
- ☐ Passports/citizenship papers

DEPLOYMENT PREPARATIONS CHECKLIST

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Financial Documents & Records

- ☐ Life Insurance company (name, address and website)

  _____
  _____
  _____

- ☐ Bank accounts (checking and savings) numbers, addresses, & phone numbers

  _____
  _____
  _____

- ☐ Safe Deposit Box _____Key location _____

- ☐ Credit card accounts

  _____
  _____
  _____

- ☐ Savings bonds, mutual funds, certificates of deposit, stocks IRA documents

  _____
  _____
  _____

- ☐ Other

  _____
  _____
  _____

DEPLOYMENT PREPARATIONS CHECKLIST

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Automobile Documents & Records

- ☐ Auto #1(Year/Make/Model)

  _____

  _____

- ☐ State registered

  _____

  _____

- ☐ License#

  _____

  _____

- ☐ Auto #2(Year/Make/Model) State registered

  _____

  _____

- ☐ License#

  _____

  _____

- ☐ Insurance Company (name & address)

  _____

  _____

- ☐ Phone #

  _____

  _____

- ☐ Website

  _____

  _____

- ☐ Keep a list of any online passwords in a secure location

DEPLOYMENT PREPARATIONS CHECKLIST

Miscellaneous Documents & Records

- ☐ Copies of any contracts (i.e. installment contract, apartment lease)
- ☐ Copies of TDY/PCS orders
- ☐ Copy of SGLI election form
- ☐ Current vaccination records
- ☐ Drivers license
- ☐ Marriage certificate
- ☐ Warranties on car and appliances
- ☐ Vehicle titles, registration

NOTES:

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