



Deployment Preparations 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'll be expected to report — the next day, or the next week.

These 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've 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're away. You should also designate someone to make health care decisions on your behalf.
- Register for online access to your accounts. Obtain PINs 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've identified some areas you may want to focus on before you leave. We've also included tips and suggestions that may help family members while you're away.

Financial checklist

- Seek reputable financial advice 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.
- Set up automatic deposit, investment and payment services.
- Discuss budgets for home and deployment expenses.
- Plan for unexpected expenses 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. You should also designate someone to make health care decisions on your behalf. Consult a legal advisor.
- Place important documents in a secure location like a safe or safe deposit box.



Deployment Preparations Checklist

Personal property

- Review your property insurance to ensure it is updated and provides the right amount of coverage for your needs.
- 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.
- Get a home security system, or make sure the one you have works. Make sure the people who'll watch your home know how to use it.
- Take photos and videos of your property and make sure your home inventory includes serial numbers, in case anything is damaged while you're away. Consider uploading the inventory to the cloud.

Prepare a household emergency kit:

- | | | | |
|-------------------------------------|--|--|--|
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> First-aid kit | <input type="checkbox"/> Extra batteries | <input type="checkbox"/> Electrical tape |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Fire extinguisher | <input type="checkbox"/> Matches | <input type="checkbox"/> Bottled water |

If you're leaving your home unattended

- Complete a temporary change of address form.
- If you're renting a home or apartment, notify your landlord that you'll be gone.
- Cancel any regular deliveries or subscription services that come to your home.
- 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 that are \$2,500 or more to be stored in a secure location like a safety deposit box.



Deployment Preparations Checklist

Auto

- Review your auto insurance to ensure it is updated and provides the right amount of coverage for your needs.
- Call your insurance company to discuss coverage if your car will be parked or in storage. Adjust coverage as necessary.
- Ensure your license plates, inspections and registration are all current, and up to date.
- Make sure you have a charger and a battery pack for charging electronic devices. Just in case you need to make an emergency call and the car's battery is dead.
- Ensure your vehicle has been serviced, with fluids changed or topped off, filters changed, and hoses and belts inspected and changed as needed. Also, make sure your spark plugs and wires are checked, and if you will be storing the vehicle, make sure it's set up for this as well.
- Make sure your family has roadside assistance and a list of all repair and maintenance shops they can use.

Prepare a roadside emergency kit:

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|--|---|--|--|
| <input type="checkbox"/> Flares | <input type="checkbox"/> First-aid kit | <input type="checkbox"/> Spare tire | <input type="checkbox"/> Ice scraper |
| <input type="checkbox"/> Jack | <input type="checkbox"/> Blanket | <input type="checkbox"/> Maps | <input type="checkbox"/> Tool kit |
| <input type="checkbox"/> Spare batteries | <input type="checkbox"/> Flashlight/lantern | <input type="checkbox"/> Jumper cables | <input type="checkbox"/> Bottled water |
| <input type="checkbox"/> A phone charger and battery pack for charging electronic devices in case the car's battery dies | | | |

Medical

- Make sure DEERS or the 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. Make sure your spouse understands the TRICARE process and has all the contact numbers.
- Make sure all prescriptions are up to date and have enough refills, including contacts. Get a spare pair of glasses.
- Consider a medical power of attorney so someone can decide on health care for you if you're injured.



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Deploying overseas

- If your deployment is international, research cost effective international calling plans with either your phone provider or international calling card.
- Notify your credit card company if you're taking your card overseas.

Miscellaneous

- Make sure your spouse is aware of financial and computer passwords.
 - Notify creditors who may offer deployment discounts.
 - Consider an active duty freeze on your credit to help protect against identify theft while deployed.
 - Set up an emergency communication plan.
 - Update family I.D. cards so they won't expire while you're gone.
 - Notify your children's school of your deployment, especially if you're usually the main point of contact.
 - 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 sure your contact list of phone numbers and emails is up to date.
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Deployment documents and records

It's important to keep certain paperwork readily available for emergencies. Keep these documents in a secure, fireproof location like a safe deposit box. These documents should be updated prior to each deployment.

Legal documents and records

- | | |
|---|--|
| <input type="checkbox"/> Wills | <input type="checkbox"/> Court orders of documents like divorce decrees and child custody agreements |
| <input type="checkbox"/> Powers of attorney | <input type="checkbox"/> Social Security cards for family members |
| <input type="checkbox"/> Birth certificates or adoption records | <input type="checkbox"/> Tax records |
| <input type="checkbox"/> Burial and funeral instructions | <input type="checkbox"/> Passports and citizenship papers |
| <input type="checkbox"/> Copy of Emergency Data Card DD Form 93 | |

Deployment Preparations Checklist



Financial documents and records

Life insurance company name, address and website

Bank checking and savings account numbers, addresses, & phone numbers

Safe deposit box _____ Key location _____

Credit card accounts

Savings bonds, mutual funds, certificates of deposit, stocks and IRAs

Other



Deployment Preparations Checklist

Automobile documents and records

First car year, make and model

License number and registered state

Second car year, make and model

License number and registered state

Third car year, make and model

License number and registered state

Insurance Company (name & address)

Phone number and website

Keep a list of any major work done on the vehicles along with routine maintenance.



Deployment Preparations Checklist

Take copies of these important items:

- Contracts like apartment lease or installment loans
 - TDY or PCS orders
 - SGLI election form
 - Current vaccination records
 - Drivers license
 - Marriage certificate
 - Warranties on cars and appliances
 - Vehicle titles and registrations
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Notes

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