

# Deployment: Family Preparation Checklist



While deployments are never easy on your family, there are steps you can take to ease some of the stress and plan ahead. A carefully prepared and executed pre-deployment checklist can save you and your family undue strain and duress.

## Financial

- Take a quick, financial assessment on [usaa.com](http://usaa.com).
- Discuss all financial accounts with your servicemember. Do you have a Power of Attorney? Can you act on their behalf if necessary?
- Notify creditors that may offer deployment benefits.
- Find out if the Servicemembers Civil Relief Act applies? Contact your installation Legal Assistance Office for additional information.
- Do you have all account numbers and phone numbers for financial institutions?
- Set up a folder to hold receipts and financial documents.
- Know all financial and computer passwords.
- Discuss how bill paying and managing the bank account will be handled. How will your servicemember withdraw money if needed during deployment? How will that deduction be recorded?
- Set up automatic deposit and electronic payment services.
- Discuss budgets for home and deployment expenses.
- Establish a financial account for emergency situations.
- Check to see if your service member has enrolled in the Thrift Savings Plan.
- Make sure DEERS is up-to-date.
- Verify TRICARE® status.

## Personal

- Make sure you know how to reach your servicemember while deployed.
- Have a list of repair facilities on-hand.
- Set-up an emergency communication plan between you and your servicemember (such as a relative or friend) to contact in the event you cannot reach each other.
- Discuss emotional concerns with family members.
- Work, volunteer, take up a hobby to help pass the time.
- Exercise.
- Set aside quiet time for yourself.
- Prioritize your household tasks.
- Write or e-mail your servicemember on a regular basis.
- Become active with Family Readiness groups.
- Join your unit's family support group. It offers a variety of activities such as family trips, workshops and self-help groups.
- Join a faith-based group.
- Contact organizations such as the USO or your Family Service Center for educational and recreational programs for military spouses and their families.

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## Children and Separation

- Make sure your children understand the separation.
- Notify your child's school of a deployed family member.
- Plan for communication between children and the deploying servicemember.
- Encourage children to ask questions and express their feelings.
- Arrange for access to base agencies, if needed.
- Before departure, make a family video.
- Pre-record bedtime stories.
- Make letter writing and e-mailing a fun activity. Color pictures and add to e-mail messages.
- Create a family picture collage.
- Talk to your child before the deployment and involve them in the preparations.
- Encourage them to share their feelings.
- Post a geographical map with the deployment location.
- Provide a way for them to measure the separation time: calendar, diary, paper chain, etc.
- Keep to your normal routines, to include mealtimes, bedtimes, play dates or whatever they are used to.
- Keep to the rules of the house, don't let discipline slip with the absence of a spouse.
- Encourage children to write letters, send e-mails, or make taped messages or pictures.
- Talk about your deployed servicemember in daily conversation so children continue to feel connected.
- Let children participate with household chores and tell them how important their participation is to the family.

## Emergency Plans

- Know the location of important papers
- Set-up an emergency family communication plan
- Consider a home warranty protection plan
- Consider a roadside assistance protection plan

## 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   |

## Prepare a Roadside Emergency Kit:

- |   |   |  |  |
|---|---|--|--|
| <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 way to reach help (cell phone or calling card) |   |  |  |

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## IMPORTANT PHONE NUMBERS

- Police \_\_\_\_\_
- Fire Department \_\_\_\_\_
- Hospital \_\_\_\_\_
- Doctor \_\_\_\_\_
- Pediatrician \_\_\_\_\_
- School \_\_\_\_\_
- Babysitters or Childcare \_\_\_\_\_
- Veterinarian \_\_\_\_\_
- Installation Chaplain \_\_\_\_\_
- Air Conditioning/Furnace \_\_\_\_\_
- Cable Service \_\_\_\_\_
- Computer Assistance \_\_\_\_\_
- Electrician \_\_\_\_\_
- Gas and Electric \_\_\_\_\_
- Home Security \_\_\_\_\_
- Plumber \_\_\_\_\_
- Septic Tank \_\_\_\_\_
- Well Pump \_\_\_\_\_
- Automobile Repair Facility \_\_\_\_\_
- Base/Post Commander's Office \_\_\_\_\_
- Family Center \_\_\_\_\_
- Family Support Group \_\_\_\_\_
- Lawyer/Legal Aid \_\_\_\_\_
- Family Readiness Group \_\_\_\_\_
- Ombudsman \_\_\_\_\_
- American Red Cross \_\_\_\_\_
- Youth Center \_\_\_\_\_

**Others:**

\_\_\_\_\_  
\_\_\_\_\_

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