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.
☐ 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.

FOR DEPLOYMENT ASSISTANCE: CALL USAA at 1-877-2DEPLOY (33-7569).
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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:
- Flashlight
- Candles
- First-aid kit
- Fire Extinguisher
- Extra batteries
- Matches
- Electrical tape
- Bottled water

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

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## IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Police</td>
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<td>Fire Department</td>
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<td>Hospital</td>
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<td>School</td>
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<td>Babysitters or Childcare</td>
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<td>Veterinarian</td>
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<td>Installation Chaplain</td>
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<td>Air Conditioning/Furnace</td>
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<td>Cable Service</td>
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<td>Computer Assistance</td>
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<td>Electrician</td>
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<td>Gas and Electric</td>
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<td>Home Security</td>
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<td>Plumber</td>
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<td>Septic Tank</td>
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<td>Well Pump</td>
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<td>Automobile Repair Facility</td>
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<td>Base/Post Commander’s Office</td>
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<td>Family Center</td>
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<td>Family Support Group</td>
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<td>Lawyer/Legal Aid</td>
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<td>Family Readiness Group</td>
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<td>Ombudsman</td>
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<td>American Red Cross</td>
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<td>Youth Center</td>
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<td><strong>Others:</strong></td>
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