

# Deployment Checklist



## Practical Preparation

- \_\_\_\_\_ Dependent ID cards (DEERS verification 1-800-538-9552).
- \_\_\_\_\_ Updated Emergency Data Form or Page 2.
- \_\_\_\_\_ Updated family contact information in the Navy Family Accountability and Assessment System (NFAAS) either under practical prep or emergency prep.
- \_\_\_\_\_ Powers of attorney.
- \_\_\_\_\_ Valid will.
- \_\_\_\_\_ Updated Service Members Group Life Insurance (SGLI) with correct beneficiary.
- \_\_\_\_\_ Family knows complete official mailing address, command name, and social security number.
- \_\_\_\_\_ Family has command contact information including ombudsman information.
- \_\_\_\_\_ Renters' or homeowners' insurance current.
- \_\_\_\_\_ Home or apartment in good repair.

## Service Member Personal Preparation

- \_\_\_\_\_ Uniforms, civilian clothes and personal items while deployed.
- \_\_\_\_\_ Phone numbers/addresses/email addresses.
- \_\_\_\_\_ Arrangements for birthdays and special occasions.
- \_\_\_\_\_ Discussed "keeping in touch" with friends and family.
- \_\_\_\_\_ Plans for education and courses while underway.
- \_\_\_\_\_ Plans for homecoming.

## Housing

- \_\_\_\_\_ If planning to sublet your house or apartment did you do a credit check on potential tenants?
- \_\_\_\_\_ Is your renter's/homeowner's insurance current and does it cover replacement costs?
- \_\_\_\_\_ Do you have a plan for routine maintenance and lawn care?

## Vehicles

- \_\_\_\_\_ If necessary, storage or someone to take care of it.
- \_\_\_\_\_ Current insurance, tags, registration/title, base/inspection stickers routine maintenance.
- \_\_\_\_\_ Name of a trusted mechanic/repair garage left with family.

## Communication

- \_\_\_\_\_ Do you have a plan for making telephone calls?
- \_\_\_\_\_ Have you discussed email use?
- \_\_\_\_\_ Have you discussed regular mail and care packages?
- \_\_\_\_\_ Have you discussed emergency communication?

## Financial Preparation

- \_\_\_\_\_ Monthly spending plan for the deployment including any pay changes and additional deployment-related expenses.
- \_\_\_\_\_ If married, separate checking accounts and/or split pay.
- \_\_\_\_\_ Arrangements to pay bills including payments to creditors.
- \_\_\_\_\_ Allotments or online banking set up.
- \_\_\_\_\_ Phone bills (long-distance, cell phone plan).
- \_\_\_\_\_ Once a year expenses such as taxes or insurance covered.
- \_\_\_\_\_ Taxes due while deployed? Plan for payment or extension.
- \_\_\_\_\_ Credit card limits. If married, who will be using which cards?
- \_\_\_\_\_ Emergency funds.
- \_\_\_\_\_ Savings plan or Savings Deposit Program if eligible.
- \_\_\_\_\_ Thrift Savings Plan (TSP).

## Emergency Plans

- \_\_\_\_\_ Location of important papers.
- \_\_\_\_\_ Does your spouse know how to access the TRICARE system for medical care when outside the local area?
- \_\_\_\_\_ Do you need to consider signing a preauthorization form with Navy-Marine Corps Relief Society?

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