



## Checklist and Information

The Plans, Checklists, Information, and Lists Section of this handbook is designed to provide workable resources and tools to maintain family readiness during deployments. Included materials are: financial, vehicle, and home information documents and checklists; helpful telephone numbers; pet; and emergency informational forms to complete for quick reference.

### ***Deployment Readiness Checklist for the Single Marine***

*The key to a successful deployment is to be prepared. Use this list to assess your readiness. This checklist is intended to assist single Marines in preparing for and achieving readiness for deployment.*

#### **Documents**

- Ensure ID Card is valid through entire deployment.
- Review Record of Emergency Data (RED) form and update if necessary.
- Contact Base Legal Services Office for any needed powers of attorney.
- Update Last Will and Testament.
- Ensure Servicemembers' Group Life Insurance (SGLI) has correct beneficiary information.
- Ensure enrollment in TRICARE.
- Register to vote and request an absentee ballot.
- Ensure someone have a copy of your Official Military Orders
- Other \_\_\_\_\_.

#### **Personal Preparation**

- Pack uniforms, liberty clothes, and personal items.
- Store personal weapons.
- Enroll in education and courses while deployed.
- Purchase comfort items, such as favorite shampoo, soap, contact lenses, etc.
- Pictures of family and friends.
- Suspend subscriptions to magazines.
- Other \_\_\_\_\_.

#### **Financial Preparation**

- Create a spending plan for the deployment.
- Start allotments or set up online banking to pay bills.
- Determine if personal phones are allowed and ensure international access.
- Make arrangements to pay periodic expenses such as taxes, tuition, or insurance.
- Cancel cell phone contracts prior to departure.
- Set up allotment for child support payments.
- Other \_\_\_\_\_.

#### **Emergency Plans**

- Discuss emergency communication with family.
- Provide Red Cross contact information to family and information needed to locate you.
- Ensure family has your contact information.
- Give family the location of important papers and a key to access.
- Develop emergency evacuation plan.
- Other \_\_\_\_\_.

#### **Communication**

- Give your family the contact information for your Family Readiness Officer (FRO).



## Housing

- Participate in unit's Distribution Management Office if living in barracks.
- Ensure renters' or homeowners' insurance is current.
- Take name off utilities and/or lease if sharing living quarters with someone else (roommate)
- Hire a property management company if you own a home and have tenants, or for outside maintenance of home such as grass cutting.
- Cancel utilities.
- Other \_\_\_\_\_.

## Pets (if applicable)

- Update pet information card.
- Make sure pet vaccinations are up to date.
- Provide vet information to whoever is caring for the pet in your absence.
- Establish an allotment to your caregiver for care of pets, or for pet emergency situations.

## Elder Care (if applicable)

- Make arrangements for the care of your elderly loved one.
- Ensure that Family Care Plan has accurate information regarding the care for your elderly loved one.
- Make financial arrangements for your elderly loved one.

- Gather phone numbers, addresses, and email addresses of family and friends. Discuss expectations for keeping in touch.
- Make arrangements for birthdays and special occasions.
- Buy stamps, phone cards, camera batteries, etc.
- Create a plan for making telephone calls or Skype sessions with family.
- Explain OPSEC to family and friends.
- Ensure family and friends have address and are aware of how to address packages and/or letters.
- Provide unit toll-free number to family and friends
- Ensure designated contacts are subscribed on Authorized Office Communication Tool.

- Other \_\_\_\_\_.

## Vehicle

- Arrange to store or have someone take care of your vehicle.
- Update insurance, tags, registration and title, and inspection sticker.
- Discuss routine maintenance with vehicle caretaker.
- Other \_\_\_\_\_.

## Outstanding Legal Matters

- Make arrangements to address any outstanding traffic violations, tickets or fines.
- Ensure custody disputes have been finalized or have an agent working on your behalf.
- Ensure all matters regarding a pending divorce have been resolved or arrangements are made to finalize upon Marine's return.



## ***Deployment Readiness Checklist for the Single Marine with Dependents and Dual Active-Duty Marines with Dependents***

*In addition to the Deployment Readiness Checklist for the Single Marine, active-duty single parents should complete the following. This checklist is intended to assist single Marines with dependents and dual active-duty Marines with dependents in preparing for and achieving readiness for deployment.*

### **Documents**

- Schedule an appointment with your installation Base Legal Services Office to have powers of attorney (special and or medical) drawn up.
- Create or update your Family Care Plan.
- Update or create a Last Will and Testament and include who will become guardian to your children in your absence.
- Review the amount and beneficiary information on your Servicemembers' Group Life Insurance (SGLI).
- Ensure your dependent(s) has a valid military ID card that will not expire while you are deployed.
- Confirm your dependents enrollment in DEERS.
- Provide complete official deployment mailing address to family and friends.
- Include child care provider contact info on Record of Emergency Data (RED).
- Develop a written contract with your child's caregiver that includes financial arrangements.
- Ensure someone have a copy of your Official Military Orders?
- Other \_\_\_\_\_.

### **Outstanding Legal Matters (if applicable)**

- Make arrangements to address any outstanding traffic violations, tickets or fines.
- Ensure custody disputes have been finalized or have an agent working on your behalf.
- Ensure all matters regarding a pending divorce have been resolved or arrangements are made to finalize upon Marine's return.

### **Medical**

- Ensure your dependent is enrolled in the TRICARE region to be use.
- Provide copies of your child's medical records to your child's caregiver.
- Tell your provider how to obtain medical care, dental care, and prescriptions.

### **Emergency Plans**

- Discuss emergency communication with family.
- Give FRO's contact information to family.
- Provide Red Cross contact information to family and information needed to locate you.
- Ensure family has your contact information.
- Give family the location of important papers and a key to access.
- Develop emergency evacuation plan.
- Other \_\_\_\_\_.

### **Elder Care (if applicable)**

- Ensure arrangements are made for the care of your elderly loved one.
- Make financial arrangements for your elderly loved one.
- Other \_\_\_\_\_.

### **Pets (if applicable)**

- Update pet information card.
- Make sure pet vaccinations are up to date.



- Set up allotment for child support payments.

### **Legal Guardian**

- Provide the Family Readiness Officer's contact information to your child's caregiver.
- Give your contact information to your child's caregiver and child (if the child is old enough).
- Inform child's school or day care teacher of your deployment and ask them to send copies of schoolwork and report cards. Provide self-addressed, stamped envelopes.
- Tell your childcare provider to contact the American Red Cross in case of an emergency.
- Establish with your child's caregiver where they will go or who they will contact in case of a disaster.
- Tell extended family members about your upcoming deployment and provide your child's contact information.
- Make a plan to celebrate birthdays and holidays.
- Establish a plan with caregiver to facilitate communication from your child to you.
- Provide info about your child's routines: meal and bed times, chores, special toys, etc.
- Discuss what role, if any, your child's other parent will have during deployment
- Other\_\_\_\_\_.

- Provide vet information to whoever is caring for the pet in your absence.
- Establish an allotment to your caregiver for care of pets, or for pet emergency situations.
- Other\_\_\_\_\_.



## Deployment Readiness Checklist for the Married Marine & Spouse

While this list may seem daunting, it will be very helpful to have all of this information in one place. This checklist is intended to assist married Marines in preparing for and achieving readiness for deployment.

### Documents

- Ensure ID Cards are valid through entire deployment.
- Ensure an updated Family Care Plan copy is available in the event that the spouse at home is unable to care for children.
- Ensure Record of Emergency Data (RED) is updated.
- Contact Base Legal Services Office for any needed powers of attorney.
- Update Last Will and Testament.
- Ensure Servicemembers' Group Life Insurance (SGLI) has correct and most up to date beneficiary information.
- Other \_\_\_\_\_.

### Secure important documents:

- Marriage certificates
- Birth/adoption certificates
- Naturalization and citizenship papers
- Insurance policies (life, household, auto)
- Deeds/mortgages/lease agreements
- Social Security cards
- Military records (copies)
- Vehicle title/s or loan documents
- Tax returns
- Divorce decrees
- Court orders (support and or custody)
- Death certificates of deceased family members
- Passports
- Vaccination records
- Copy of Official Military Orders
- Other \_\_\_\_\_.

### Financial Preparation

- Create a spending plan for the deployment.
- Start allotments or set up online banking to pay bills.
- Set up allotment for child support payments.
- Note periodic expenses such as taxes, tuition, or insurance.
- Arrange an extension for filing taxes if due during deployment ([www.irs.gov](http://www.irs.gov)).
- Review existing accounts.
- If your family has a safe deposit box, make sure at-home family member has access to it.
- Review MyPay account and provide access (<https://mypay.dfas.mil/mypay.aspx>).
- Determine who will use which credit cards.
- Review credit card balances.
- Gather information about other assets such as bonds, mutual funds, CDs etc., and maturation dates.
- Include money in your budget for emergencies, phone calls, gifts, and souvenirs for your children.
- Other \_\_\_\_\_.

### Medical/Dental

- Ensure TRICARE enrollment at (800) 538-9552.
- Ensure vaccinations are current
- Check with all family health providers for acceptance of TRICARE insurance.
- Contact TRICARE if family plans to travel/relocate during deployment to ensure coverage.
- If children are to be born during deployment, either a general or special power of attorney is required to enroll the child in DEERS.
- Ensure enrollment for dental is confirmed.



### **Vehicles**

- Ensure maintenance is update.
- Update insurance and registration. Ensure safety stickers on your car are current.
- Other \_\_\_\_\_.

### **Things to Remember**

- Make sure you know your Marine's Social Security number.
- Register to vote and request absentee ballot.
- Ensure spouse or family member knows the location of important papers and have access to them.
- Provide your older child with tools needed to stay in touch with you such as stationary, pens, markers,, self-addressed envelopes, etc.
- Ask if your child's school sponsors a discussion group or other program for children of deployed military parents.
- Create a photo album for you and each of your children doing things together.
- Read and record your child's favorite book(s) on audio or video tape.
- Leave a personal item of yours for each of your children to keep until your return.
- Avoid putting added responsibilities on your child by not saying things like, "You're the man of the house," or, "Take care of your little brother."
- Other \_\_\_\_\_.

### **Emergency Plans**

- Discuss emergency communication with family.
- Give FRO's contact information to family.
- Provide Red Cross contact information to family and information needed to locate you..
- Develop emergency evacuation plan with stay behind spouse.
- Other \_\_\_\_\_.

- Other \_\_\_\_\_.

### **Elder Care** (if applicable)

- Ensure arrangements are made for the care of your elderly loved one.
- Make financial arrangements for your elderly loved one.
- Other \_\_\_\_\_.

### **Communication**

- Provide Family Readiness Officer, unit toll-free number and unit website to family and friends.
- Provide complete official mailing address to family and friends.
- Gather phone numbers, addresses, and email addresses of family and friends.
- Make arrangements for birthdays and special occasions.
- Discuss expectations for keeping in touch with friends and family.
- Buy stamps, phone cards, camera batteries, etc.
- Inform your child's school or day care teacher of your deployment
- Tell your child about the deployment.
- Other \_\_\_\_\_.

### **Outstanding Legal Matters**

- Make arrangements to address any outstanding traffic violations, tickets or fines.
- Ensure custody disputes have been finalized or have an agent working on your behalf.
- Ensure all matters regarding a pending divorce have been resolved or arrangements are made to finalize upon Marine's return.
- Other \_\_\_\_\_.



## Personal Preparation and Packing List

While you will receive an “official” packing list from your S-3 office, the following is a list provided by Marines, for Marines of items that are nice to have on deployment. This checklist is by no means all-inclusive, and some items may not pertain to your deployment.

### Toiletries

- Anti-bacterial hand wipes
- Hand cream
- Foot powder
- Lip balm
- Deodorant or antiperspirant
- Lubricant eye drops
- Sunscreen
- Nail files, scissors, clippers, tweezers
- Mosquito/fly/sand flea repellent
- Band-aids
- Anti-fog treatment for sunglasses
- Hair clippers
- 90-day supply of medications
- Baby wipes (unscented)
- Baby powder (helps with heat rash)
- Small camping mirror
- Purchase comfort items, such as favorite shampoo, soap, contact lenses, etc.
- Other \_\_\_\_\_.

### Clothing Items.

- Closed-toed or high-soled shower shoes
- Sock liners
- Running shoes
- Extra socks, underwear, and undershirts
- Set of civilian clothes
- Other \_\_\_\_\_.

### Miscellaneous

- Enroll in education courses
- Sewing kit (zip-up kind)
- Mesh shower bag
- Travel pillow and fleece blanket
- Self-inflating air mattress (should not exceed the width of a cot by very much)
- Reading materials
- Word games and/or puzzles
- Games (Frisbee, playing cards, dominos)
- Other \_\_\_\_\_.

### Electronics and Communications

- Digital or disposable camera
- Flash drive or USB memory stick for personal computers.
- International converter
- Phone cards
- Batteries
- Computer and/or handheld
- Laptop computer
- Head light with white and red light
- Small flashlight
- Alarm clock
- Writing materials
- Portable electric device (iPod, iPad, etc.)
- Other \_\_\_\_\_.

### Kitchen/Food Items

- Hot pot
- Mug with sealable top
- Powdered drink packets
- Nutritional supplements
- Other \_\_\_\_\_.

### Reminders of Home:

- Child’s art projects or schoolwork
- Small scrapbook with mementos of home
- CD with family’s favorite songs
- Family photos.
- Other \_\_\_\_\_.



## **Financial Accounts Information**

*Please complete this form and keep it in a safe location.*

### **Checking**

Financial Institution \_\_\_\_\_  
Account # \_\_\_\_\_ Telephone \_\_\_\_\_  
Web site \_\_\_\_\_  
PIN/Username \_\_\_\_\_ Password \_\_\_\_\_

### **Savings**

Financial Institution \_\_\_\_\_  
Account # \_\_\_\_\_ Telephone \_\_\_\_\_  
Web site \_\_\_\_\_  
PIN/Username \_\_\_\_\_ Password \_\_\_\_\_

### **Other Assets (bonds, mutual funds, CDs, etc.)**

Web site(s) \_\_\_\_\_  
Username/PIN \_\_\_\_\_ Password \_\_\_\_\_  
Account #(s) \_\_\_\_\_  
Maturation dates/etc. \_\_\_\_\_

Web site(s) \_\_\_\_\_  
Username/PIN \_\_\_\_\_ Password \_\_\_\_\_  
Account #(s) \_\_\_\_\_  
Maturation dates/etc. \_\_\_\_\_

### **Credit Cards**

Name/Financial Institution \_\_\_\_\_  
Account # \_\_\_\_\_ Telephone \_\_\_\_\_  
Website \_\_\_\_\_  
PIN/Username \_\_\_\_\_ Password \_\_\_\_\_

Name/Financial Institution \_\_\_\_\_  
Account # \_\_\_\_\_ Telephone \_\_\_\_\_  
Website \_\_\_\_\_  
PIN/Username \_\_\_\_\_ Password \_\_\_\_\_

Name/Financial Institution \_\_\_\_\_  
Account # \_\_\_\_\_ Telephone \_\_\_\_\_  
Website \_\_\_\_\_  
PIN/Username \_\_\_\_\_ Password \_\_\_\_\_





## Vehicle Information

### Vehicle 1

Make and model \_\_\_\_\_ Year \_\_\_\_\_

VIN \_\_\_\_\_

Keys located \_\_\_\_\_

State of registration \_\_\_\_\_ License plates renewal due \_\_\_\_\_

Base inspection sticker due \_\_\_\_\_ Local inspection sticker due \_\_\_\_\_

Registration/title location \_\_\_\_\_

Finance company \_\_\_\_\_ Phone \_\_\_\_\_

Monthly payment \_\_\_\_\_ Due date \_\_\_\_\_

Insurer \_\_\_\_\_ Agent's name \_\_\_\_\_

Phone \_\_\_\_\_

Deductible: \_\_\_\_\_ Amount/Due Date \_\_\_\_\_

Oil type/change due \_\_\_\_\_

Mechanic name \_\_\_\_\_ Phone \_\_\_\_\_

### Vehicle 2

Make and model \_\_\_\_\_ Year \_\_\_\_\_

VIN \_\_\_\_\_

Keys located \_\_\_\_\_

State of registration \_\_\_\_\_ License plates renewal due \_\_\_\_\_

Base inspection sticker due \_\_\_\_\_ Local inspection sticker due \_\_\_\_\_

Registration/title location \_\_\_\_\_

Finance company \_\_\_\_\_ Phone \_\_\_\_\_

Monthly payment \_\_\_\_\_ Due date \_\_\_\_\_

Insurer \_\_\_\_\_ Agent's name \_\_\_\_\_

Phone \_\_\_\_\_

Deductible: \_\_\_\_\_ Amount/Due Date \_\_\_\_\_

Oil type/change due \_\_\_\_\_

Mechanic name \_\_\_\_\_ Phone \_\_\_\_\_



## **Home Information and Checklist**

Property manager \_\_\_\_\_ Phone \_\_\_\_\_  
Rent amount \_\_\_\_\_ Due \_\_\_\_\_

Mortgage holder \_\_\_\_\_ Phone \_\_\_\_\_  
Monthly Payment \_\_\_\_\_ Due \_\_\_\_\_

### ***Be Prepared***

- Locate water, electricity, and gas shut off.
- Post list of helpful telephone numbers.
- If living in base housing and family plans to be away for an extended period, notify housing manager.
- Register guests at Housing Office.
- Complete Spousal Acceptance Authorization if planning to move into housing during deployment. If on waiting list you may ask to be "on hold" and not lose your place on the wait list.
- Ensure renters' or homeowners' insurance is current.
- Other \_\_\_\_\_.

### ***Before your loved one leaves, complete a safety check of your house or apartment:***

- Place telephones with emergency numbers by your bed and near the place you sit most often.
- Make sure there is good lighting around where you park and around the perimeter of your home.
- Install motion detector lights around your house instead of just leaving lights on at night. The lights coming on and turning off attract the attention of neighbors. Install these lights at least 8 feet above the ground so they are more difficult to disable.
- If you have shrubs and bushes, select ones with thorns to deter potential intruders from hiding in them.
- Be cautious of who you tell that your Marine is on deployment.
- Do not post that you are alone or going to be away from home on social media sites.
- Be cautious when allowing repairmen into your home . You may want to have another adult present.
- Stay safe when driving. Have your cell phone charged and with you. In the event of an emergency, stay with your vehicle; roll the window down just enough to tell someone you need help, but stay in the vehicle until help arrives.

### ***Staying Safe during a deployment***

- Ensure all windows and doors are appropriately locked
- Use a peephole to identify visitors before opening your door.
- Do not hide spare keys outside your home.
- Do not provide your house keys to service people.
- Do not invite strangers into your home.
- Avoid telling others about the valuables in your home.
- Crush boxes of high value items such as televisions and computers when you set the trash out.

### ***Do Routine Maintenance:***

- Change the air conditioner/furnace/water filter.
- Start the lawn mower, put gas and oil into it.
- Reverse ceiling fans.



- Vacuum refrigerator coils.
- Fix a leaking toilet.
- Reset circuit breakers.
- Address any computer related issues.
- Hook up a new propane tank to the grill.
- Change smoke alarm and clock batteries.
- Vacuum the dryer vent, and remove any lint.
- Clean out the furnace.
- Other \_\_\_\_\_



## **Helpful Telephone Numbers**

Family Readiness Officer \_\_\_\_\_  
Police \_\_\_\_\_  
Fire department \_\_\_\_\_  
Nearest emergency medical facility \_\_\_\_\_  
Poison Control \_\_\_\_\_  
American Red Cross \_\_\_\_\_  
Navy-Marine Corps Relief Society \_\_\_\_\_  
Veterinarian \_\_\_\_\_  
Pediatrician \_\_\_\_\_  
Primary care physician \_\_\_\_\_  
Electric company \_\_\_\_\_  
Appliance repair \_\_\_\_\_  
Heating/air-conditioning repair \_\_\_\_\_  
Base Housing (if applicable) \_\_\_\_\_  
Childcare provider (if applicable) \_\_\_\_\_

## **Pet Information Card**

Name of veterinarian \_\_\_\_\_  
Phone \_\_\_\_\_ Address \_\_\_\_\_

Pet Name \_\_\_\_\_ Breed \_\_\_\_\_  
Due date for flea/tick/heartworm prevention \_\_\_\_\_ Due date for annual exam \_\_\_\_\_  
Other (food, meds, etc.) \_\_\_\_\_

Pet Name \_\_\_\_\_ Breed \_\_\_\_\_  
Due date for flea/tick/heartworm prevention \_\_\_\_\_ Due date for annual exam \_\_\_\_\_  
Other (food, meds, etc.) \_\_\_\_\_

Pet Name \_\_\_\_\_ Breed \_\_\_\_\_  
Due date for flea/tick/heartworm prevention \_\_\_\_\_ Due date for annual exam \_\_\_\_\_  
Other (food, meds, etc.) \_\_\_\_\_

Pet Name \_\_\_\_\_ Breed \_\_\_\_\_  
Due date for flea/tick/heartworm prevention \_\_\_\_\_ Due date for annual exam \_\_\_\_\_  
Other (food, meds, etc.) \_\_\_\_\_



## Emergency Contact Card

Place a copy of this card in your wallet (fold at line), glove box, at work, and at home in case of emergency.

Name:	Marine's Rank/Name:
Home Phone:	Marine's Unit:
Work Phone:	Marine's Work Phone:
Home Address:	Marine's Cell Phone:
Local Emergency Contact Information:	
Name:	
Phone:	
Cell:	
Allergies:	

### Child information:

Name	Age	Allergies	Special Needs	School/Day Care

Local emergency care provider with power of attorney

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Local emergency care provider with power of attorney

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_