

CHECKLIST

Once a unit has deployed, it is too late to realize you need your spouse's signature or don't know where things are or how important tasks are done. These problems can easily be avoided. The best solution is to be totally prepared.

True family readiness comes from a series of minor tasks accomplished well in advance rather than a sudden "crash" program begun after receiving an unexpected deployment notice. Last minute rushing produces needless family worry and stress. It causes many parts of the family readiness plan to be left undone.

By looking ahead and anticipating the likelihood of a deployment, you and your loved ones can adequately plan for this separation. Remember, once your soldier/airman is deployed, the responsibility for your family transfers directly to you. Ultimately, you are responsible for knowing your rights and privileges and what resources are available to you as a spouse.

Automobile/Transportation

- _____ Get automobile key (and duplicates)
- _____ Get garage key (and duplicates) if applicable
- _____ Have oil changed, new oil and air filter installed, and car lubricated; know the mileage reading when the oil should be changed next
- _____ Make sure all fluid levels are up to normal (oil, transmission fluid, brake and steering fluid, water); know how to check and fill them yourself (if needed) and what gasoline to use
- _____ Make sure all vital equipment is in good condition and working order (including brakes, tires, battery, belts, hoses, headlights/high and low beams, tail lights, brake lights, turn signals)
- _____ Review your insurance policy to make sure it provides adequate coverage (liability, medical, uninsured motorist, damage to your car and others); know the renewal date, cost of renewal, who to contact to renew the policy (name, address, and telephone number)
- _____ If the vehicle(s) is/are financed, do you know the name and address of the loan company?
 - Do you have the title papers or know its location?
 - Do you have the vehicle's registration?
 - Do you have the vehicle's insurance policy? How often do you pay it?

Automobile/Transportation

- Do you know the renewal date for the license plate?
- Do you know when to renew the inspection sticker?
- Are you insured to drive?
- Do you have a valid car or truck state driver's license? When does it expire?
- Is the car or truck in good operating condition and do you know where to go for repairs?

_____ Can you make emergency repairs on the car if the situation arises (such as overheating, flat tire, dead battery)? Who do you call?

_____ If you have a trailer, motorcycle, motorized recreational vehicle, and or boat know where the registrations and insurance policies are for each

_____ Investigate a road service policy (if desired) to provide assistance with flat tires, towing, stalled engine, being locked out of your car, and other emergencies; know what your policy covers, when it expires and has to be renewed, cost of renewal, who to contact to renew (name, address, and telephone number); know what to do if you do not have this coverage and one of these events happens

_____ Look into the renewal of state and on-post vehicle registration (year, cost, where to go, what to do)

_____ Check your state driver's license expiration date, cost to renew, where to go, what to do

_____ Check your annual state automotive safety check, if required (when it expires, cost to renew, where to go, and anything that may have to be repaired or replaced to pass this inspection)

_____ Take possession of automotive papers (car registration, safety inspection, tire warranties, battery guarantee, insurance policy and certificate of insurance, road service card); know where they are, what they mean, how to use them

_____ Learn where to go, who to see or call when you have problems with the automobile (routine maintenance, auto repair, tires, oil changes, and lubrication)

_____ If you are not licensed to drive, make arrangements to have transportation available

Automobile/Transportation

- _____ Learn what alternative transportation is available (on post, car pools, taxis, city buses, friends)
- _____ Prepare a list of automotive “do’s and don’ts” and hints on car care

Family

- _____ Make sure your spouse’s unit has your name, address, and telephone number, along with the name, address, and telephone numbers of one or more people who will know where you are at all times (even if you travel or move)
- _____ Get the name, address, and telephone number of your landlord, mortgage company, or government housing office
- _____ Get the names and telephone numbers of key members of your Family Readiness Group, your unit’s rear detachment commander and chaplain, Family Assistance Center, Guard or Reserve Family Program Coordinator
- _____ Make sure you have a military ID card for each member of your family
- _____ Get the keys to your house, safety deposit box, personal storage company
- _____ Know when ID cards expire, and have required forms signed by sponsor before departure

Make sure you have (if appropriate)

- _____ Marriage certificate
- _____ Birth certificates
- _____ Insurance policies (life, home, auto)
- _____ Family social security numbers (including your children’s)
- _____ Rental or lease papers (if appropriate)
- _____ Deeds and/or mortgage papers (if appropriate)
- _____ School registration papers (if appropriate)
- _____ Spouse’s proof of military service documents

Make sure you have (if appropriate)

- _____ Copies of your spouse's orders and all amendments
- _____ Shipping documents and/or household goods inventory
- _____ Court orders for support and custody of legal dependents
- _____ Unit mail card
- _____ Copy of your most recent allotment request (if appropriate)
- _____ Naturalization papers (if appropriate)—know the expiration date and prepare paperwork in advance
- _____ Divorce decree (if appropriate)
- _____ Adoption papers (if appropriate)
- _____ Death certificates (if appropriate)

Financial

- _____ Obtain appropriate bank books, ATM cards, checkbooks, credit union papers or books, credit cards.
 - Know the address of banks where you have money. Know the account numbers and types of accounts that you have
 - Know the location of the bankbooks (checking and savings)?
 - Do you need a safe deposit box? Do you know where the key is?
- _____ Know how to report lost credit cards and how to request replacements. If a credit card is lost or stolen, report it immediately to the issuing company AND the credit-reporting agencies. Ensure you know where each of our credit cards is? Are their numbers logged and kept in a safe place? Do you know the company address for each so you can notify them immediately of any loss?
- _____ Make sure you can make deposits and withdrawals with only your signature. If the account shows an "and" between your spouse's name and yours, it requires both signatures; an "or" ensures you can make deposits and withdrawals in the absence of your spouse. This can be changed only while the soldier/airman is here.

Financial

- _____ Keep a list of automatic deposits and withdrawals or payments made to financial accounts (paycheck, insurance, loan, or bill payments)
- _____ Have your spouse apply for a Class EE Savings Bond allotment (if desired and appropriate), and keep a copy of the signed application
- _____ Know who to contact in case of a pay problem

Other Financial Questions

- _____ Will you have money available to you on a continuing basis during your soldier/airmen's absence?
- _____ Has your soldier/airmen initiated an allotment to be sent to you or directly to the bank monthly?
- _____ Will the allotment provide you with enough money to buy all the necessities needed to maintain a household?
- _____ Do you know all payments that must be made? To whom they must be made? And when?

Important Documents

- _____ Get a Power of Attorney, unit mail card, and military ID card if you will have to pick up your spouse's paycheck and/or mail from the unit
- _____ Prepare a list of outstanding payments, loans, and other obligations with due dates, amount owed, who to pay, contact person, address and telephone numbers
- _____ Prepare a list of investments such as securities or bonds with their value, contact person's name, address and telephone number; know how to cash these in an emergency
- _____ Get copies of the past five years' state and federal income tax returns and everything needed for the next filing, including due dates and who to contact for assistance in preparing the returns

Important Documents

_____ Prepare a list of military and community organizations that offer financial advice, counseling, information, and assistance

Legal

_____ Get the name, address, and telephone number of your military or private attorney or legal advisor

_____ Get a Power of Attorney (general or limited) if you will need to sign documents or act on your spouse's behalf during the deployment

_____ Make sure your will and your spouse's will are up to date and valid

_____ Get copies of all insurance policies, and find out what is covered and to what extent; get contact person's name, address, and telephone number; ask whether you need a Power of Attorney to file a claim during your spouse's deployment

_____ Secure a list of military and community organizations that offer legal advice, counseling, information, and assistance

Medical

_____ Make sure you have family medical cards for you and your children. Do you know where the medical and dental records are kept?

_____ Make sure you have family shot records for you and your children. Are the immunizations up-to-date?

_____ Make sure current prescriptions for medicine and glasses or contact lenses are available

_____ Get a list of military, community, state, and federal organizations that offer medical, mental or emotional, dental, and optical assistance

_____ Do you know how to get medical assistance if it is needed? Who lives nearby that you can call if you need help?

_____ Do you have one or more reliable sitters for absences or emergencies?

_____ Who will help take care of aging parents while your spouse is gone?

_____ Request a military or local police crime prevention survey for your home

Security/Safety

- _____ Add a "peephole" to at least your front door and adequate locks to all of your doors and windows

- _____ Place your family's name on the Military Police Quarters Checklist (or notify the local police if you live in a civilian community) if your family will be away from home for an extended period

- _____ Install a smoke detector (or check existing detectors) in key areas of your residence (kitchen, bedroom, living room, shop/garage)

- _____ Install a fire extinguisher (or inspect existing extinguisher) in key areas of your residence (also recommended for your automobile)

- _____ Discuss with your family alternate exits they can use to leave your home from each room in case of a fire or other emergency

- _____ Get a list of military and community organizations that offer security/safety advice, counseling, information, and assistance

IMPORTANT DOCUMENT FILE

It is very important for the military family to keep copies of important documents and other valuable information in a safe place. It is equally important that the wife and husband jointly organize this file so that each knows how and where to find the documents when they are needed.

PLEASE SIT DOWN WITH YOUR HUSBAND/WIFE/SIGNIFICANT OTHER AND GATHER THIS INFORMATION AND THESE DOCUMENTS. THE HOUR YOU SPEND GOING OVER THIS WILL SAVE YOU TIME LATER ON. KEEP THE FOLLOWING DOCUMENTS IN A SPECIAL CONTAINER THAT YOU CAN DEFINITELY FIND IMMEDIATELY. At a minimum, the following documents should be included:

- Marriage certificate.
- Birth Certificates for all family members.
- Citizenship papers, if any.
- Adoption papers, if any.
- Passports, if any.
- List of Social Security Numbers of family members.
- Shot records (up-to-date) for all family members.
- Powers of attorney, if any.
- Wills.
- Insurance policies (both government and civilian)-with a list of companies, policy numbers, types of insurance coverage, addresses and phone numbers of agents or companies.
- Vehicle titles, if any.
- List of all members of immediate families with current addresses and phone numbers.
- List of all credit cards and account numbers.
- List of all bonds and stocks and where certificates are located.
- Court orders relating to divorce, child support, custody, alimony or property division, if any.
- Real estate documents-leases, deeds, mortgages and promissory notes, closing papers.
- Copies of any sales or installment contracts and finance agreements.
- List of bank accounts with types of accounts and account numbers.
- Armed Forces identification cards for all family members 10 years of age or older.
- Nine (9) copies of your spouse's TAG and/or PCS orders. [If you must move by yourself, you will need extra copies of these orders. However, with these copies, you can have other made without cost to you by going to your soldier/airmen's unit.]
- Current addresses and telephone numbers of all members of immediate families of both you and your spouse. [Immediate family includes father, mother, children, brother(s), and sister(s). You should have all other important telephone numbers you may need in case of emergency.]
- Notify your child(ren)'s school that a family member is deployed and that your child may need the school staff's support.