

FAMILY PRE-DEPLOYMENT CHECKLIST

RANK	LAST NAME, FIRST NAME, M.I.	SSN/MOS	EAS
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The Service members and Spouse, together, Should complete the following checklist as far in advance of the departure date as is possible. Additionally make a "To Do List" of things brings up as needing to be done

Paychecks and Financial Readiness

- _____ **Inits.** Have you and your spouse discussed and prepared a budget?
- _____ **Inits.** Have arrangements been made for spouse to have access to adequate funds during deployment?
- _____ **Inits.** Has an allotment been started to support any outstanding debts?
- _____ **Inits.** Does the spouse know what the expected pay dates are?
- _____ **Inits.** Does the spouse know how much of each paycheck is available to him / her?
- _____ **Inits.** Is the spouse aware of upcoming pay changes due to advancement, gain/loss of government housing, or time in service?
- _____ **Inits.** What is the effective date of any pay changes?
- _____ **Inits.** What is the amount of change and the reason for it?

Banking and Investments

- _____ **Inits.** Does the spouse have information about savings, checking, and credit card account(s): account numbers and bank's address and phone numbers?
- _____ **Inits.** Does the spouse have access and know how to use all accounts?
- _____ **Inits.** Does spouse know how to balance accounts when statements are received?
- _____ **Inits.** Does spouse know where financial documents are kept?
- _____ **Inits.** Does spouse know about investments that must be managed: IRA(s), money market funds, mutual funds, savings certificates, etc.?
- _____ **Inits.** Does spouse have account numbers, company names, addresses, and phone numbers of companies with which investments are placed?
- _____ **Inits.** Does spouse know about any safety deposit boxes? Where it / they are located? Location of keys?

Taxes

- _____ **Inits.** Does spouse know how to prepare taxes or where to go for tax preparation?

_____ **Inits.** Does spouse know how to acquire necessary tax information and forms for federal, state and county taxes, as applicable?

_____ **Inits.** Have service member and spouse talked thoroughly about using extensions to ease the preparation of taxes?

Emergency Financial Resources

_____ **Inits.** Does the spouse know what emergency financial assistance is available through Navy / Marine Corps Relief Society, Red Cross, etc.?

_____ **Inits.** Does spouse know that budget counseling and referrals are available through Family Service Center and Navy Marine Corps Relief Society?

_____ **Inits.** Have you filled out a loan Preauthorization Form for the Navy / Marine Corps Relief Society?

Life insurance

_____ **Inits.** Are beneficiaries up-to-date on policies?

_____ **Inits.** Are annual, semi-annual, or quarterly premiums due during deployments? If yes, When?

_____ **Inits.** Does spouse understand benefits from policies?

_____ **Inits.** Will renewal or changes be necessary during deployment? If yes, what should be done and when?

_____ **Inits.** Does spouse know name, address, phone number, and account numbers for insurance carrier(s) and where these policies are located?

Make sure spouse knows:

_____ **Inits.** How to operate and maintain the family vehicle?

_____ **Inits.** Where should your spouse take the vehicle to have it worked on?

_____ **Inits.** Who should the spouse call if the vehicle won't start?

_____ **Inits.** What will spouse do in case of an accident or breakdown? Do they know how to contact towing and repair agencies?

Vehicle(s) registration and other documents

_____ **Inits.** Location of papers: (registration, title, insurance)

_____ **Inits.** Do you have a title? Where is it located?

_____ **Inits.** Who holds the lien?

_____ **Inits.** Will vehicle registration(s) need renewing during deployment?

_____ **Inits.** Will vehicle safety inspection(s) need renewing during deployment?

_____ **Inits.** Does spouse know where to go, how much they cost, what paperwork is needed, etc.?

_____ **Inits.** Does spouse have a specific Power of Attorney from service member that covers registering cars, etc.?

_____ **Inits.** Draw up a checklist for your vehicle(s) to maintain/pay for Japanese Compulsory Insurance (JCI), road taxes and all other local fees.

_____ **Inits.** Does the base registration of vehicle(s) expire during deployment? If yes, can service member renew before deployment? If unable to renew before deployment, does spouse know where to go and how to apply for base registration?

_____ **Inits.** Is (are) the current insurance ID card(s) in the appropriate vehicle(s)? If so, where are they? If not, place them in their appropriate locations as required by law.

_____ **Inits.** Does spouse have an extra set of keys for vehicle(s) and know where the extra keys are?

Miscellaneous

_____ **Inits.** Do all doors and windows have good locks?

_____ **Inits.** Does spouse have extra house keys and know where they are?

_____ **Inits.** Does spouse know where the valve for the water main is, and how to operate it?

_____ **Inits.** Does spouse know how and where the gas line is turned off?

_____ **Inits.** Are all major appliances in good working order?

_____ **Inits.** Who will the spouse call if an appliance needs repair?

_____ **Inits.** Do you have an escape plan in case of a fire?

_____ **Inits.** Are smoke detector and fire extinguishers working?

_____ **Inits.** Does spouse know how to check and use the detectors/extinguishers?

_____ **Inits.** Where are the flashlights and candles? Are there fresh batteries?

_____ **Inits.** Where are basic hand tools (hammer, pliers, screw drivers, etc) kept?

_____ **Inits.** Where do you keep important papers concerning the home?

_____ **Inits.** Do you have a plan for the yard work (mowing, tree trimming, etc.)?

_____ **Inits.** Are yard tools (lawn mower, edger, string trimmer, etc.) in good working order?

Medical Preparation

_____ **Inits.** Are all family members enrolled in DEERS?

_____ **Inits.** Are all family members enrolled in Dependents Dental Plan?

_____ **Inits.** Does spouse know where the family's medical records are held?

_____ **Inits.** Are the family's immunizations and check-ups up to date?

_____ **Inits.** Is spouse familiar with your TRICARE program, how it functions, and where to get information about it?

_____ **Inits.** Where are your TRICARE cards located?

_____ **Inits.** Does anyone else have or need a Medical Power of Attorney for your children?

Schools

_____ **Inits.** Do you know how and when to register children for school?

Legal Readiness

_____ **Inits.** Do you and your spouse have a will? Are the wills up-to-date?

_____ **Inits.** Are the wills kept in a secure and convenient place?

_____ **Inits.** Does spouse know where the wills are kept and how to get them?

_____ **Inits.** Has service member given spouse adequate Power(s) of Attorney for all anticipated needs?

_____ **Inits.** Does the spouse know the location of Power(s) of Attorney?

_____ **Inits.** Are there other legal matters to which the spouse must attend during deployment?

Communication Readiness

_____ **Inits.** Does your spouse know the various ways to communicate with you?

_____ **Inits.** Does your spouse know who the Company Commander, Company 1stSgt, and Family Readiness Officer are?

_____ **Inits.** Does your spouse know your full and correct address for you while you are deployed?

_____ **Inits.** Does your spouse know how to contact you during the deployment in the case of an emergency?

_____ **Inits.** Have the service member and their spouse attended a pre-deployment brief?