

Section B-1

Service Member Deployment Checklist

The contents of this Toolkit have been developed to assist you in your efforts to support family readiness. Every effort has been made to ensure that the information provided is current and accurate. However, because statutory and regulatory changes may have occurred since the publication of this Toolkit, the Office of the Assistant Secretary of Defense for Reserve Affairs cannot assume responsibility for its continued accuracy. Before taking any significant action based on the contents of this Toolkit, you should contact your Family Readiness Program representative or legal officer, as appropriate, to secure the most current information.

**Service Member
Deployment Checklist**

Service Member Deployment Checklist

The key to a successful deployment is advance preparation and direct communication with your spouse and family. Keeping personal and legal affairs in order at all times is important to the individual's and family's welfare. You are directly responsible for your own personal and legal affairs. Planning ahead can help family members have access to all the information they need and can give you the peace of mind that your family has the resources and support needed during your separation.

Fast-paced operational tempo and separations can put a strain on couples and family life. If you play a major role in paying bills, managing the family income, handling home repairs and servicing the car, your absence may shift these responsibilities to your spouse. The checklist and tips listed below can help prevent your family from feeling overwhelmed and the checklist can be used to record important family matters.

Everyone needs an efficient system of maintaining records. It is best to maintain a file system of important papers and store them in a safe-deposit box or fireproof container. It is also essential to compile a personal inventory of all-important documents and where they are kept. The Service Member Deployment Checklist can serve as an inventory of all pertinent personal and legal affairs.

Preparation for deployment is also essential for single service members. A separate checklist for single service members is included.

Personal History Data Sheet

1. Birth
 - a. Date
 - b. Location City
 County
 State
 Country
 - c. Location of birth certificate
 - d. Adoption (if applicable)
 - i. Court of adoption
 - ii. Date of adoption
2. Social Security Number
3. Home Address
4. Service Member's Mailing Address (unit)
5. Permanent Home of Record Address
6. Religion
7. Parents
 - a. Father's name
 - b. Date of Birth
 - c. Address

 - d. Mother's name
 - e. Date of Birth
 - f. Address

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8. Marriage

- a. Full name of Spouse
- b. Spouse's Social Security Number
- c. Date of marriage
- d. Location
- e. City
- f. County
- g. State
- h. Country

9. Immediate Family

Full Name	Address	Telephone #	Relation

10. Legal Separation

- a. Date of legal separation
- b. State of jurisdiction for legal separation
- c. Location of separation papers
- d. Name and address of the attorney

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11. Divorce

- a. Date of legal divorce
- b. State of jurisdiction for divorce
- c. Location of divorce papers
- d. Name and address of the attorney
- e. My previous divorces were:

From Whom	Date	Location of documents	Lawyer

12. Children

Full Name	Date of Birth	Birth Place	Social Security Number

13. Personal lawyer or trusted friend who may be consulted regarding my personal or business affairs

- a. Name
- b. Address and telephone number

3. Dependents other than immediate family

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4. Other Family Members

Full Name	Address	Telephone #	Relation

Employment Records

1. Current Employer
 - a. Company
 - b. Name of Immediate Supervisor
 - c. Address
 - d. Telephone Number
 - e. Dates of Employment (Initial Month and Year hired)
2. Current Benefit Plan Enrollment
 - a.
 - b.
 - c.
 - d.
 - e.
3. Jobs Prior to Present Employment

Company	Address	Dates of Employment	Position(s) Held	Full-time or Part-time

Miscellaneous Data and Notes

Military Service

1. Active Duty

- a. I have served/am serving in the active military service _____Yes _____No
- b. Branch of Service
- c. Active Duty Service began _____ended_____
- d. Social Security Number
- e. Location of discharge papers and military portfolio

2. History of Military Service

- a. I have served/am serving in a Reserve Component unit _____Yes _____No
- b. Branch of Service
- c. Periods of Service

Status	Service	Unit(s)	Dates (from/ to)
Active Component			
Selected Reserve (Drilling)			
Individual Ready Reserve (IRR)			
Inactive Periods		N/A	
Other			

- d. Location of discharge papers and military portfolio

3. Retirement

- a. I am drawing retirement pay _____Yes _____No
- b. I am eligible for retirement pay beginning (date)

4. Survivor Benefit Plan (SBP) – date begun _____

- _____ Yes _____No _____ no election yet

5. Miscellaneous Data and Notes
 - a. Veterans or Armed Forces benefits to which I am entitled
 - b. Benefits to which my spouse/dependents are entitled
 - c. Persons designated on my Emergency Data Form

Health History

1. General Physical Data
 - a. Date of last physical
 - b. Blood type and RH factor (such as A+, B-)
 - c. Height
 - d. Weight
 - e. Color of Hair
 - f. Color of Eyes
 - g. Wear Glasses or Contact Lenses _____Yes _____No
2. Location of medical records
3. Location of dental records
4. Location of immunization record
5. Specify any adverse reactions to medications (name)
6. Allergies
7. Medication (name and dosage)
8. Attach copy of official medical report if available

Automobiles

Car problems can be very aggravating if you don't know who to contact to remedy them. Here are some suggestions for the spouse on the home front:

- Make certain you have the name of a trusted mechanic or automotive garage where you or a friend has taken a car for service. Repair costs can mount rapidly if you simply select a repair shop out of the phone book.
- Be sure to keep a record of the correct type of battery, tires, oil, etc., for the car.
- Keep track of when automotive registration, insurance, emissions inspections, or oil changes are due.

Pertinent information	Automobile	Automobile
Make, Model, Year		
Registered to		
State inspection expires		
Insured with		
Insurance agent		
Policy number		
Telephone number of Insurance Agents		
Lien holder, if any		
Automobile papers location		
Driver's license (state)		
Expiration date of license		
State of registration		
Expiration of registration		

Name and Address of Dealer or Repair Service

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Insurance

Personal

Type of Insurance	Insurance Company	Policy Number	Amount of Monthly/Quarterly Payments	Beneficiary
Life				
Property				
Accident				
Medical				
Rental				
Other				

Insurance Held on Others

Person/Relation	Type of Insurance	Company	Account #	Amount	Beneficiary

Miscellaneous Notes and Information

Property Ownership and Maintenance

- Know what to do or who to call if something in your home breaks down. Untested plumbers, roofers, or repair contractors can be very costly.
- Before you deploy, give your home a security check inside and out. This should include testing (or installing) smoke alarms, and checking door and window locks, as well as outdoor lights or motion detectors (if you have them).

1. Description of Real Estate (townhouse, single family home)

Type of Property	Property Address	Mortgage Company	Location of Legal Documents Pertaining to Property

2. Property Taxes

- a. Paid to (state, address)
- b. Paid through (date)
- c. Paid as part of mortgage payment? _____ Yes _____ No

3. Rental Property

- a. Rental agent (name, address, phone number)
- b. Date lease expires
- c. Owner (name, address, phone number)

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4. Repair contractors

Item	Contractor	Address	Telephone Number	Comments
Plumbing				
Heating & Air Conditioning				
Electrical				

5. Other Personal Property

Miscellaneous Notes and Information

Personal Property Safekeeping

1. Safe Deposit Box(es) _____ Yes _____ No

Box Number	Location of Box	Location of Keys	Persons with Access to my Box(es)

a. Location of a listing of the contents

2. Ownership of a Safe _____ Yes _____ No

a. Person(s) with the combination or access to my safe (name, address, & phone number)

b. Location of a listing of the contents

3. Properties or Documents Entrusted to the Following Persons

Description of Property	Person to Whom Entrusted	Their Address	Location of Property

Emergency Plans

Knowing that your family is for a possible emergency during your absence will bring about peace of mind. With your partner, discuss and act upon these helpful measures:

- Try to save at least one month's pay in a savings account to use in case of emergency. This can prevent your family from having to use high-interest credit cards to handle unforeseen expenditures.
- Make sure your spouse and family members have the command's complete official mailing address and applicable telephone numbers, spouse's Social Security Number, and the Family Program Coordinator's or family readiness group telephone number.
- If you haven't already done so, find out about the services that are available to your family through the unit and Family Service Center or Family Readiness Group.
- Call the American Red Cross and find out what services they provide and the procedures to use them in case of an emergency that involves you or a family member.
- Contact your service or component's relief society (Army Emergency Relief, Air Force Aid Society, Navy/Marine Corps Relief Society, etc.) and find out what services they provide and the procedures to use in case of an emergency that involves you or a family member.

Miscellaneous Notes and Information

Predeployment Checklist for Single Service Members

As a single service member, you face different challenges when preparing for deployment. Often you live far away from your immediate family and you may have to store your household goods, vehicle, and make plans for your pets. Most importantly, you must have a plan in place to pay bills, receive your mail, and stay in touch with your employer and colleagues. Listed below are some key questions to consider in planning for your deployment or training:

- Is your emergency data card up to date with the names and telephone numbers of family and/or friends?
- How are you going to pay your bills?
- Do you need a general or special power of attorney to give permission to someone (parent, sibling, or friend) to handle those bills or any issues that arise?
- Is your house/apartment/condominium secure?
- Is your phone disconnected?
- Is your stereo equipment, computer, bicycle secure? Are they covered by insurance?
- If you have a vehicle, have you arranged for continued payments, safekeeping of keys and paperwork, and vehicle storage?
- Did you check to see if you could save on car insurance if your car is in storage?
- If you have pets, have you made arrangements for their care? Do you have their medication, shot records, appointments, and veterinarian's telephone number readily available?
- Do you have addresses for family and friends you intend to stay in touch with? Do they know how to reach you?
- Do you have enough uniforms to last for the time you are gone?
- Does your family
 - Have your complete mailing address?
 - Know your unit information?
 - Know the name and telephone number of your commander and supervisor?
 - Know how to use the Red Cross in case of an emergency?
- Have you thought about your homecoming/return? Do you know who you want to meet when you get back?
- What kind of support and information will my "significant other" need in my absence?

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Single service members may be a single parent and have the additional responsibility of determining care for your child. This responsibility of caring for your child requires a specific Power of Attorney. This legal document authorizes the designated caregiver to seek medical treatment and assume all caregiving roles for your child.

If you are a single parent, it is crucial that you find a family member or trusted friend as a caregiver who understands the full responsibility that it entails.