



PRESERVATION OF THE FORCE AND FAMILY

Pre-deployment checklists

Review these checklists as you and your family prepare for deployments. Not all items are relevant for all Operators/Enablers and their families. Focus on the points that apply to your unique situation. Identify a place to store important documents that is accessible to everyone who might need them. If documents are stored electronically, they also should be accessible to those who need to access them and backed up regularly. Extra lines are provided here for additional items you might need reminders for. The checklists included are:

LEGAL

- Will
- Medical Advanced Directive
- Power of attorney
- Life insurance
- Legal paperwork

FINANCIAL

- Pay and allotment arrangements
- Financial planning

HOME

- Household inspections
- Vehicle inspections
- If vacating home during deployment

FAMILY

- Family care plan
- Family emergency plan
- Communication plan
- Adjustment plan



✓ LEGAL CHECKLIST

Will

- Service Member's will is in good standing
- Spouse's will is in good standing
- Create a living will or trust, if desired
- _____
- _____
- _____
- _____

Medical Advanced Directive

- Check with your healthcare provider about what type of Advanced Directive is used in the state where you live.
 - A Living Will or a Durable Power of Attorney can be completed on your own to express your wishes regarding medical treatment.

Power of attorney

- Assign medical power of attorney (POA).
- Assign a guardian of your children.
 - Note that this is a unique PAO called a "Power of Attorney for the Care of Children" or "In Loco Parentis."
 - Arrange for guardian to have access to necessary paperwork and money as needed. See "Family care plan" on the Family checklist below.
- Reach out to all financial institutions to verify if they require a General or Special Power of Attorney. Each institution is different, and many will require a POA document be filed with them prior to deployment.
- All POA documentation should reside with your designated family/friend at home in a safe and secure place.
- _____
- _____
- _____
- _____

Life insurance

- Confirm life-insurance plans are current.
- Confirm life-insurance beneficiaries are current.
- _____
- _____
- _____
- _____

Legal paperwork

Keep originals or copies of important legal documents in a secure place, such as a locked file cabinet or safe deposit box. These should include:

- ID cards for all family members (driver's licenses and military ID cards)
- Birth certificates of all family members
- Marriage license
- Divorce papers
- Adoption papers
- Death certificates of any family members
- Social Security cards for all immediate family members
- Car or other vehicle titles (such as boat, truck, trailer)
- Passports that are valid throughout the deployment
- Visas/citizenship paperwork
- Past 5 years of tax returns
- Court documents, such as custody agreements
- Account passwords and security question answers

Insurance documentation

- Health insurance
- Life insurance
- Renter's/homeowner's insurance
- Car insurance

Documentation of ownership of any properties, etc.

- _____
- _____
- _____
- _____

✓ FINANCIAL CHECKLIST

Pay and allotment arrangements

- Arrange direct deposit of pay and allotments to checking or savings account.
- If married, confirm access to needed accounts during the deployment.
- Familiarize spouse/family members with how to “view” myPay, so they can ensure proper deposits of pay and allotments during the deployment.

Financial planning

- Establish who will manage financial accounts at home during the deployment.

Arrange bill payments during deployments. Consider setting up automatic payments where possible. For example, set up automatic payments for:

- Mortgage or rental payments
- Household bills (water, electric, cable, Internet, phone, trash collection)
- Cell-phone bill
- House/rental/property insurance
- Credit-card bills
- Loans in repayment
 - Consolidate loans prior to deployment, if possible.
- Child-care payments
- Storage-unit payments
- Car payments
- Access to most recent LES are accessible (if questions arise about the deployed family member’s paychecks).
- Discuss with family members what credit cards will and won’t be used during the deployment.
- Notify credit card companies that specific card(s) will be used overseas.
 - Verify that credit cards will not expire during the deployment.
 - Create a list of all credit-card numbers and phone numbers of companies.

- Evaluate if your savings plan should be adjusted during deployment.
- Share access to safe deposit boxes with family members.
- If income taxes are due during the deployment, make arrangements to either submit your completed returns early or apply for an extension.
- Make arrangements to pay in advance for once-a-year or periodic expenses such as auto insurance, supplemental or special health insurance payments, or property taxes.

Share computer or banking information with family members, including:

- Account log-in information such as usernames, online IDs, passwords, PIN numbers, security questions, etc.
- Bank account numbers and bank contact information
- Checkbooks
 - Clarify how checks will be used during the deployment
- Stock/bond portfolio information
- Ensure family members know where to go if they need financial assistance during the deployment, such as Air Force Key Spouse Program, Navy Marine Corps Relief Society (800-654-8364), Army Emergency Relief (866-878-6378), and the Air Force Relief Fund (703-972-2650).

- _____
- _____
- _____
- _____

✓ HOME CHECKLIST

Household inspections

- Renter's/homeowner's insurance is current.
- Household routine maintenance is current.
- If you rent, and your lease needs to be renewed during the deployment, make arrangements in advance.
- Have a lawn care plan in place.
- Make sure firearms are properly locked and stored, unable to be accessed by those who don't share the permit.
- _____
- _____
- _____
- _____

Vehicle inspections

- Car and other vehicle insurance are current
- All registrations are current and accessible
- Vehicle titles are accessible and in good standing
- Base stickers are current
- Inspection stickers are current
- Routine maintenance is up to date
- Extra sets of car keys are on hand
- Roadside assistance is available for vehicles that remain in use during the deployment
- Emergency kit is in each car
- Make arrangements for someone to maintain vehicles that won't be used during the deployment.
- If storing your vehicle(s) during deployment, remove all personal items and contact the car insurance company to inquire about decreased rates during the deployment since the car won't be in use.
- _____
- _____
- _____
- _____

If vacating your home during the deployment

For a home you own, if you'll lease:

- Find responsible renters.
- Sign a lease agreement.
 - Arrange for renters to have contact information of family member or friend during the deployment.
- Share contact information of handyman services with renter.
 - "Handyman" services company contact information: _____

- Set up forwarding of your mail to another address.

For a home you own, if it will stay vacant:

- Turn off the water.
- Lower thermostat temperature.
- Clean out the refrigerator.
- Remove all trash, especially food, from the home.
- Arrange for someone to check on the home periodically.
- Set up mail forwarding or arrange for someone to collect mail.
- Prepare the house for seasonal changes as needed.

For a home you lease or rent:

- Contact the property manager about cancelling the lease or subletting.
- Confirm landlord has an emergency name and contact number if you'll remain on the lease with your belongings in the home.
- Move out personal items you opt not to leave in your home during your absence.
- Set up mail forwarding to another address.
- Rent a storage space or make other arrangements for your personal belongings.
 - Ensure a family member/friend has the information about the storage space: _____

- _____
- _____
- _____
- _____

✓ FAMILY CHECKLIST

Family care planning

All Operators/Enablers with dependents must complete a Family Care Plan and keep it updated.

- Complete a Family Care Plan as provided by your branch of service, submit it to your Commanding Officer, and keep a copy for your files.
- Inform extended family members and friends of the upcoming deployment.
- Explore how family members and friends can provide support to your family during the deployment.
- Connect with similarly situated families and schedule regular check-ins with the other families throughout the deployment.
- Maintain copies of TDY orders at home.
- Maintain a copy of immunization and health records at home for children and others residing with the family.
- Provide a spare house key to a trusted neighbor or make other similar arrangements.
- Register children with the local Child Development Center if remaining near base, in case child care is needed.
- Ensure military IDs and driver's licenses are still active and won't expire during the deployment. If military IDs will expire during the deployment, a POA is required to reactive them. Confirm with Pass & ID department at your base which type of POA is needed (General or Special).
- Arrange other transportation options if family members don't drive.
- Arrange transportation (vehicle, crates, etc.) for your pets, if your pets will be staying with family or friends during the deployment.

If your children will stay with a guardian who does not typically care for them:

- Through Power of Attorney, assign guardianship of your children to a trusted person.
 - Ensure the guardian understands the responsibilities.
- Confirm childcare and/or education plans for children.
- Provide copies of TDY orders to children's guardian.
- Provide copies of children's health and immunization records to their guardian.
- Share information about your children's medical needs (medication, appointments, etc.).
- Outline your children's typical routines (meals, transportation, activities).
- Provide a list of nearby and emergency contacts (doctors, dentist, relatives, neighbors, military community resources, family readiness groups).

Family emergency plan

- Command contact information: _____
- Access to TRICARE Health Plan (medical) and TRICARE Dental (separate plan)
 - TRICARE contact information and DoD identification: _____
 - If family is relocating during the deployment, contact TRICARE to manage healthcare options and help arrange health care in your new location.
- Names of PCM (primary care manager), doctors, or other healthcare professionals: _____

- Update Emergency Data (mandatory to complete yearly) and share a copy with family (print from online).
 - Create a list of emergency contacts (names, phone numbers, e-mail addresses) for both the deploying family member and the stay-at-home family members.
 - Family knows how to contact emergency services
 - Red Cross (in the event of a disaster at home or where the SOF member is deployed)
 - Legal Assistance Offices
- _____
- _____
- _____
- _____

Communication plan

- Clarify how and when you will keep in touch with family during the deployment.
 - Phone calls
 - Look up international calling plans
 - Video calls
 - Set up accounts for online video or audio calling services
 - Email
 - Other methods
- Confirm Internet and phone-service capabilities while deployed and share information with family.
- Confirm Internet and phone services at home will be maintained.
- Explore the barriers to keeping in touch during the deployment.
 - Time zones
 - Security measures
- Clarify if deployed family member will be able to receive (or send) packages while deployed.
 - If yes, share shipping address. _____
- If unmarried, inform parents or other family members of how to contact command.
- Discuss what can be shared with children about being able to stay in touch with their deployed parent throughout the deployment.
- Clarify the plan for emergency communication, including what qualifies as an emergency.
- Confirm that command has the correct contact information for loved ones.
- Clarify with command if there will be deployment updates to family members, and how they will be disseminated.
- _____
- _____
- _____
- _____

Adjustment plan

- Discuss what will need to change about your family's routines once the deployment occurs.
 - Include children in this discussion as much as is appropriate.
 - If children's activities need to be altered, explain to kids why this might have to happen, to better prepare them to manage their own disappointment.
- Discuss what (ideally) remains the same for your partner, family, or children.
- Explore what important dates/events the deploying family member will miss. Talk about how the family will manage through these events and how the deploying family member can still participate in these events.
 - For example, if there's an important birthday or a deadline to pay a bill, clarify how it will be managed and what your mutual expectations are.
- Become familiar with resources available to family members such as FOCUS Project, United Through Reading, and installation-specific resources.
- Discuss plans and expectations for coming home and reintegrating into the family after the deployment.
- _____
- _____
- _____
- _____