

Pre-Deployment Checklist

| COMPLETED | N/A | THINGS TO DO <i>(Review this checklist with your spouse or person responsible during your absence)</i> |
|-----------|-----|---|
| | | General Matters |
| | | Contact the Airman & Family Readiness Center |
| | | ➤ Pre-Deployment briefing (arrange so spouse can attend with you) |
| | | ➤ Budgeting/Financial Counseling |
| | | ➤ Child Care/Give Parents A Break Program/Respite Care Program |
| | | ➤ Car Care Because We Care Program |
| | | ➤ Hearts Apart Morale Call Program/Video Telephone Calls/Web cam use when available in the AOR) |
| | | ➤ Emergency Financial Assistance (Air Force Aid Society) |
| | | ➤ Deployment Support Groups/Key Spouse Program |
| | | ➤ List of Base Helping Agencies, Chaplain, and contact numbers |
| | | ➤ Mandatory Pre-Separation Counseling (if less than 90 days duty upon return from deployment) |
| | | Prepare/Update Family Care Plan |
| | | Obtain/Update/Copy ID cards and passports for family members |
| | | Update DD Form 93 (Emergency Notification) in Virtual MPF |
| | | Create emergency contact listing/contact numbers |
| | | Contact Post Office (temporary disposition of mail, mail pick-up/forwarding arrangements) |
| | | Vehicle Storage (contact insurance company for possible premium reduction during storage) |
| | | Cell Phone/Home Telephone Service (suspend/cancel?) |
| | | Collect important papers and store in safe place, i.e., fire proof box (location known to spouse/caretaker) |
| | | ➤ Deployment Orders (provide copy to spouse/guardian) |
| | | ➤ Medical Records & Appointment/Prescription Cards |
| | | ➤ Insurance Policies (review life insurance policies (war clause?), SGLI coverage, & Beneficiaries) |
| | | ➤ Financial Records/Investments |
| | | ➤ Wills (for both parents)/Powers of Attorney |
| | | ➤ Vehicle Title, Insurance, Registration & Warranty Papers |
| | | ➤ Immunization Record for children/pets |
| | | ➤ Adoption/Naturalization/Citizenship Papers/Passports/Birth Certificates/Divorce Certificates |
| | | Medical Matters |
| | | Verify family enrollment in DEERS |
| | | Immunization Record for children/pets |
| | | Discuss medical/dental/eye care and review health insurance coverage |
| | | Medical Treatment Authorization letter for person responsible for care of child(ren) |
| | | Review/select health insurance/Make a list of health-care providers |
| | | Contact TRICARE if family members relocate for more than 30 days |
| | | Copy of prescriptions and adequate medications to hand carry |
| | | Financial Matters |
| | | Discuss financial matters with spouse or party responsible in your absence |
| | | ➤ Pay Changes during deployment (hazardous duty, eminent danger, family separation, per-diem, etc.) |
| | | ➤ Develop a Budget & Spending Plan (contact Airman & Family Readiness Center for financial |
| | | ➤ Banking Options (Passwords/PINs)/Online Banking/Separate Checking Accounts/Checkbook |
| | | ➤ Indebtedness & Payment Plan/Automatic deposits, withdrawals & payments (allotments needed?) |
| | | ➤ Use of Credit Cards, payment procedures (Gov't Credit Card expiration date?) |
| | | ➤ Military STAR Card/Club Card (suspend/reduce payments while deployed)/ATM & Debit Cards |
| | | ➤ Lost/Stolen Credit Card reporting procedures |
| | | ➤ Arrange/discuss payment of bills in your absence (obligations, due dates, amount owed, who to pay) |
| | | ➤ Debt Payment Contacts --Housing, Car, Rent, Utilities, Cell Phone, Insurance, etc. |
| | | ➤ Understand Leave & Earnings Statement (give restricted access MyPay PIN # to spouse?) |
| | | ➤ Review Vehicle/Housing Lease Agreements & Homeowner/Renters Insurance (Expiration Date?) |
| | | Emergency Procedures |
| | | Natural Disaster Preparedness/Procedures & Evacuation Plan |
| | | NEO Kits for family members at OCONUS locations IAW local policy |

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|-----------|-----|--|
| | | Legal Matters |
| | | Create/Update Will/Living Will |
| | | Require POA?(General or Specific)--file Income Tax/Extension, spouse perform financial transactions) |
| | | Accomplish and/or complete estate planning |
| | | Designate legal guardians for children/review custody agreements & update prior to deployment |
| | | Safely store important documents (marriage certificate, birth certificates, wills, adoption papers, etc.) |
| | | Complete Record of Emergency Data |
| | | Practical Matters |
| | | Review/Discuss home/personal security measures |
| | | Check smoke detectors and replace batteries/Discuss emergency exit procedures |
| | | Ensure appliances are in working order and in good condition |
| | | Review/Update Vehicle Information and who to call for vehicle problems/assistance |
| | | > Driver's License/Base Decal & Safety Inspection (if required) Expiration Dates |
| | | > Insurance Policy Expiration Date |
| | | > Vehicle Maintenance Record (Tires, Oil Change, Anti-freeze, Warranty, etc.) |
| | | > OCONUS Vehicle Requirements (road tax, etc.) |
| | | Utilities shut offs & emergency contacts (gas, water, electric, etc.) |
| | | Make arrangements for household repairs (document phone numbers and names of contacts) |
| | | Complete property inventory (including dormitory residents) |
| | | Inform Dormitory Manager or Landlord of deployment |
| | | Pet care arrangements/Veterinarian notification |
| | | Personal Matters |
| | | Empower Spouse to stay busy/healthy and explain where to go for assistance if needed |
| | | Discuss methods and plans for communication during deployment |
| | | Discuss feelings and include children in discussions |
| | | Mark family calendar with anniversaries, birthdays, graduations, holidays |
| | | Emergency Services explained and located/Arrange for lawn care/snow removal |
| | | Contact school officials (notify teachers/coaches of upcoming deployment) |
| | | Review Life Insurance policies and Beneficiaries |
| | | Single Parent |
| | | Identify escort for dependents during evacuations from OCONUS locations |
| | | Arrange financial support to guardian of child(ren) |
| | | Divorce/Custody paperwork (legal visitation orders for non-custodial parent if required) |
| | | Parents/family/caregiver informed of deployment and how to make contact in case of emergency |
| | | Emergency Services explained and located |
| | | Copy of Emergency Data Card/Current address & phone number of immediate family members |
| | | Access to Commissary/BX for non-dependent relative/guardian of children |
| | | Emergency Contacts/Important Phone Numbers |
| | | Sponsor's Unit Commander/First Sergeant |
| | | Airman & Family Readiness Center |
| | | Other Base Agencies (Police, Legal, Chapel, MPF Customer Service, Housing, Finance, Command Post) |
| | | School/After School Program & Dependent Care Providers |
| | | Base Telephone Book for base resources (CE Appliances/HVAC Repair at OCONUS locations) |
| | | American Red Cross (http://www.redcross.org) |
| | | Internet Resources |
| | | HQ Air Force Personnel Center (http://www.afpc.af.mil/) |
| | | Air Force Personnel Accountability and Assessment System (AFPAAS) (https://afpaas.af.mil) |
| | | Military OneSource (http://www.militaryonesource.com) |
| | | USAF Services (https://www.usafservices.com/) |
| | | Military Installations (http://www.militaryinstallations.dod.mil) |
| | | DoD Deployment Health Clinical Center (http://www.pdhealth.mil/) |
| | | Military Spouse (http://www.military.com/spouse) |
| | | Service members Civil Relief Act (http://www.military.com/benefits/military-legal-matters/scra) |