



COUPLES DEPLOYMENT READINESS CHECKLIST



Documents

Do you know where each of the following documents is located?

- Birth Certificates
- Marriage License
- Divorce Decrees
- Death Certificates
- Medical Records of each Family Member
- Dental Records of each Family Member
- Veterinarian Records for each Pet
- Adoption Papers
- Citizenship/Naturalization Papers
- Passports/Visas
- Insurance Policies (Life, Health, Home, Vehicle, Flood, Others)
- Real Estate Documents (Lease, deed, first and second mortgages)
- Car Title, Registration and Inspection
- Most Recent Leave and Earnings Statement (LES)
- Social Security Numbers of each Family Member
- Current Address and Phone Number of Immediate Family Members of both Spouses
- Do you have wills? They are located _____.
- Is the Service Member's Record of Emergency Data (page 2) current?
- Is the amount and beneficiary information current for the Service Members Group Life Insurance?
- Are power of attorneys needed for buying a house, moving into government quarters, completing taxes, etc.?
- Is a Health Insurance Portability and Accountability Act form required to access medical records?

Will military identification cards expire during deployment?

Are all family members enrolled in Defense Eligibility Enrollment and Reporting System (DEERS)?



Financial Planning

- Do you have a written monthly spending plan or budget?
- Does your budget include money for port visits, phone calls, gifts/souvenirs, care package?
- Does your budget include additional funds for sea pay, family separation allowance and other special payments (flight, submarine, combat duty, etc)?
- Will there be promotion during deployment?
- Will a reenlistment bonus be received during deployment?
- Do you/your spouse have access to My Pay?
- Are you enrolled in the Thrift Savings Plan?
- Do both you and your spouse understand and agree to how finances will be handled during the deployment?
- Have you decided who will be using which credit cards during the deployment?



Banking

- Is pay distribution set up the way you want? DDS to correct account(s)? Split pay? Any allotments or automatic check drafts?
- Are you using joint or separate checking accounts? If joint, have you discussed how you will manage?



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_____ Do you have overdraft protection for your checking accounts?

_____ Will your debit/credit cards expired during your absence?

✓ Bills

_____ How will you be making payments to creditors? Do they have your correct address?

_____ How will you be paying rent/mortgage/ utilities?

_____ Are there any annual/quarterly expenses such as car or home insurance or tuition payments due while you are deployed? If so, how will they be paid?

✓ Taxes

_____ If you plan to file federal or state taxes while deployed, do you have all the needed records?

_____ Do you have a specific power of attorney if someone else will be filing your taxes or are you going to request a filing extension?

✓ Vehicles

_____ Are vehicle insurance, tags, registration, title and inspection stickers current?

_____ Is all routine maintenance current?

_____ Have you left the name of a trusted mechanic/repair garage with your family?

_____ Have you provided information about types of routine maintenance such as oil, filters and tires?

✓ House

_____ Is all routine household maintenance complete?

_____ Is your renter's/homeowner's insurance current?

_____ If expecting to move into government quarters during the deployment is a special power of attorney available to arrange the move?

_____ If your family is planning to stay with extended family during the deployment, note that this is not covered in the military clause of most leases. Does your lease allow you to sublet or will there be a penalty?

_____ Prepare house/apartment if it will be vacant for an extended period during deployment – stop mail and newspaper, turn off or reduce temperature of hot water heater, air conditioning or heat, arrange lawn maintenance, etc.

✓ Emergencies

_____ Do you have a least one month's pay saved in case of financial emergency?

_____ Have you considered signing a pre-authorization form with Navy Marine Corps Relief Society for your spouse?

_____ Do you know how to access the TRICARE health care system, particularly when outside the local area?

_____ Does your immediate and extended family know the service member's social security number, command name and mailing address?

_____ Does your family know to use the American Red Cross in case of an emergency?

_____ Does your family have the name and number to the command ombudsman?

_____ Does your family have a disaster preparedness plan and a place to meet/ call after a disaster?

_____ Do you have a support system – people you can turn to for assistance during the deployment?

