



ACTIVE DUTY SINGLE PARENTS DEPLOYMENT READINESS CHECKLIST



In addition to completing all the items on the Single Sailor Deployment Readiness Checklist, Active Duty custodial single parents should also be able to answer “yes” to the following:



Documents

- Does your will cover who will become your child/ren's guardians should something happen to you?
- Have you updated your Family Care Plan as required by OPNAVINST 1740.1B?
- Is your Record of Emergency Data (page 2) current?
- Is the amount and beneficiary information current for your Service Members Group Life Insurance?
- Do your children have ID cards and are they enrolled in DEERS?
- Do you have a written financial agreement with your child care provider?
- Do you have an “agent letter” to allow your child care provider access to the base and to services such as the commissary, exchange and medical clinic for your child?
- Does your child care provider have a medical power of attorney to access emergency and routine care for your child/ren? Do they know how to access the military medical clinic or how to file TRICARE claims if using civilian facilities?
- Is a Health Insurance Portability and Accountability Act form required in order for your child care provider to access your child's medical records?



Child Care Provider

- Does your child care provider know how to contact you with your social security number, command name and mailing address and your email address?
- Does your child care provider know to use the American Red Cross in case of an emergency?
- Does your child care provider know that the command ombudsman can provide information and referral about the command and the Navy in general? Do they have the name and number to the command ombudsman?
- Does your child care provider have a disaster preparedness plan and a place to meet/call after a disaster?
- Is your child care provider aware of any medical conditions your child has and any medications being taken?
- Does your child care provider know how to get medication refills?
- Have you discussed rules and discipline with your child care provider?
- Do you have a plan for celebrating your child's birthday during your absence?
- Have you developed a communication plan with your child care provider? How often will you email, phone, or send regular mail? What types of information would you like to know? Have you asked your child care provider to send pictures?
- Does your child care provider have the number to the command care line, if available?
- Have you asked the command ombudsman to keep your child care provider informed on the status of the command via the command phone/email tree and newsletter distribution list?
- Have you expressed your appreciation to your child care provider?
- Does your child care provider have an age appropriate car seat for transporting your child?



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Your Child

- _____ Have you told your child that you will be leaving and that you will return?
- _____ If your child is old enough to understand, have you told him/her where you are going, why you are going and approximately when you will return, if known?
- _____ Have you made a communication plan with your child and provided them with the tools they need to stay in touch with you such as stationary, pens, markers, stamped, self-addressed envelopes, etc?
- _____ Did you include money in your budget for phone calls, gifts/souvenirs for your children?
- _____ If you have pets, is your child care provider caring for them too? If the pets will be cared for elsewhere, have you explained this to your child?
- _____ Do you and your child have a support system – people you can reach in person, by phone or email - you can turn to for assistance during the deployment?
- _____ Will your child be able to see you off when you leave for deployment?
- _____ Have you avoided putting added responsibilities on your child by not making comments such as “You’re the man in the family” or “Take care of your little brother”?
- _____ In conjunction with your child care provider do you have plans to keep your child/ren busy during deployment with fun activities including sports, scouts, music, church, etc.?
- _____ Have you considered requesting a mentor for your child through the national Big Brothers/Big Sisters program, church or extended family member?
- _____ Have you told your children that you love them?



Relationships

- _____ Have you talked with your child’s school or day care teacher, told them of your deployment and ask them to send copies of school work and report cards? Be sure to include self- addressed, stamped envelopes.
- _____ Have you asked if your child’s school sponsors a discussion group or other program for children of deployed military parents?
- _____ Have you informed the school counselor of your upcoming deployment?
- _____ Have you discussed what role, if any, your child’s other parent will have during your deployment?
- _____ Have you informed extended family members about your upcoming deployment, provided your child’s contact information and asked them to keep in contact with your child?



Comfort Items

- _____ Have you created a photo album for you and each of your children doing things together?
- _____ Have you read and recorded your child’s favorite books on audio or video tape?
- _____ Did you leave a personal item of yours for each of your children to keep until your return?



Homecoming

- _____ Will your children be able to meet you at homecoming? If so, have you made arrangements?



Additional Items

List items not covered in the checklist here.
