



SINGLE SAILOR DEPLOYMENT READINESS CHECKLIST



✓ Documents

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

- Birth Certificate
- Divorce Decrees
- Death Certificates
- Medical Records
- Dental Records
- Veterinarian Records for each Pet
- Passports/Visas
- Insurance Policies (Life, Health, Home, Vehicle, Flood, Others)
- Real Estate Documents (Lease, deed, first and second mortgages)
- Car/Motorcycle Title, Registration and Inspection
- Most Recent Leave and Earnings Statement (LES)
- Current Address and Phone Number of Immediate Family Members

✓ Legal Documents

- Do you have/need a will?
- Is your Record of Emergency Data (page 2) current?
- Is the amount and beneficiary information current for the Service Members Group Life Insurance?
- Will a general or specific power of attorney be needed to manage your affairs in your absence?
- Will your ID card expire during deployment?

✓ 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 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 have access to My Pay?
- Are you enrolled in the Thrift Savings Plan?
- Have you established a financial goal/s for this deployment such as pay off a vehicle, increase savings, save money to purchase a new vehicle, etc.?

✓ Banking

- Is pay distribution set up the way you want? DDS to correct account(s)? Split pay? Any allotments or automatic check drafts?
- Do you have overdraft protection for your checking accounts?
- Do you have an adequate supply of checks?
- Will your debit/credit cards expire during the deployment?

✓ Bills

- How will you be making payments to creditors? Do they have your correct address?
- How will you be paying rent/mortgage/utilities?



SINGLE SAILOR DEPLOYMENT READINESS CHECKLIST

_____ 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 made arrangements for storing your vehicle/s?

_____ Have you talked with your insurance agent about possibly reducing coverage while your vehicle is in storage?

_____ If a friend or family member is storing your vehicle for you, does your insurance cover them?

_____ Have you provided information about types of routine maintenance such as oil, filters and tires to whomever is storing your vehicle?

_____ Who is responsible for paying for repairs during your absence if your vehicle is being used by the individual who is storing it for you?

_____ Do you have a way to the command once you have stored your vehicle?

✓ House

_____ Are you able to terminate your lease due to military deployment? Will there be a financial penalty?

_____ If you plan to maintain your house or apartment, is your renter's/homeowner's insurance current?

_____ Is your house/apartment prepared 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.?

_____ Have you considered removing your name from lease and utility bills during your absence?

✓ Pets

_____ Have you made arrangements for your pets to be cared for by family, friends or an animal foster care group (www.netpets.org or www.operationnoblefoster.org)

_____ Does your pet's caregiver have a copy of veterinary and immunization records, current license, if required, and your vet's contact information?

_____ What arrangement have you made for paying for food, treats and vet care while deployed?

_____ Do you have a picture of your pet/s to take with you?

✓ Emergencies

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

_____ Does your immediate and extended family know your 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? Have you given the ombudsman permission to provide information to your family members?

_____ 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?



SINGLE SAILOR DEPLOYMENT READINESS CHECKLIST



Relationships

- If you are in a relationship have you discussed the impact of an extended separation?
- Do you plan to use this extended deployment to test the strength of your relationship or do you plan to end the relationship?
- Have you told friends you are deploying, provided them with your contact information and asked them to keep in touch?
- If you share a house or apartment, have you instructed your housemates on the use of your household goods or are you planning to store them?
- Have you discussed how bills will be paid and other household expenses will be handled in your absence?
- Have you informed extended family members about your upcoming deployment, provided your contact information and asked them to write or send care packages?



Communication

- Have you discussed with family and friends how often you will communicate and by which methods?
- Do you have an adequate supply of pens, stationary, stamps, greeting cards?
- Have you discussed how bad news will be shared?
- Does your family have the number to the command care line, if available?
- Is your family on the command phone/email tree?
- Have you expressed your love and appreciation to family members?



Comfort Items

- Have you updated magazine/book subscriptions?
- Have you discussed the kinds of items to include in care packages?

Have you packed a supply of contact lenses/solutions, shampoo, disposable razors, etc?

Do you have a full sea bag?

If a promotion is expected, do you have a supply of insignia?



Goals

- Have you established goals to accomplish during this deployment – get in shape, earn warfare pin, further your education, etc?
- Have you put your goals in writing?
- Do you have the items you need to pursue your goals such as books for classes or workout gear?



Homecoming

- Do you want to invite anyone to homecoming? If so, be sure to contact the command ombudsman to be sure they are included with base access passes, information about homecoming plans, etc.
- What will you miss about your homeport? Make plans for your first days back. Go online to learn about upcoming concerts, new restaurants, etc.
- Are you planning to take leave upon return? What would you like to accomplish during your time away from work? Do you like to fish, golf, hike, party? Treat yourself to fun upon your return; you deserve it!
- What would you like to accomplish during your time in homeport? Would you like to work on your college degree, obtain a pilot's license, take up a hobby, meet new friends, get involved in your church. The time between deployments is perfect for fresh starts.



Additional Items

List items not covered in the checklist here.
