

DEPLOYMENT FAMILY CHECKLISTS

Valuable Documents

Indicate the location of the following documents or N/A if not applicable.

1. _____ Birth and Marriage Certificates.
2. _____ Naturalization or Citizenship papers.
3. _____ Insurance policies (Life, Household, Auto).
Agent _____ Telephone _____
4. _____ Deeds, mortgages, lease agreements.
5. _____ Social Security Numbers: His _____
Hers _____
Children's _____

6. _____ Military Records (copies)
7. _____ Automobile Title (or loan papers)
8. _____ Tax Returns
9. _____ Divorce Decrees
10. _____ Court Orders pertaining to support and custody of your legal dependents
11. _____ Death Certificates of deceased family members
12. _____ Bank Accounts: (make sure spouse has full access to accounts)

Checking: Bank _____
Account Number _____
Telephone _____
Savings: Bank _____
Account Number _____
Telephone _____

13. _____ Savings Bonds and Securities
14. _____ Wills (husband and wife should each have one)
15. _____ Power of attorney (General or Specific)
16. _____ Up to date ID card for all family members who need one
17. _____ Current Passports
18. _____ Legal papers / Adoption Papers
19. _____ Executor Appointment
20. _____ Does spouse know location of valuable documents?
21. _____ Medical Power of Attorney for children

FAMILY CHECKLISTS

PERSONAL MATTERS

1. _____ Do you understand the checking accounts and how to balance your account periodically?
2. _____ Do you have an adequate family allotment for your spouse?
3. _____ Do you have a back-up plan if the allotment is late?
4. _____ Have you made arrangements for the care of your children in the event that something should happen to you? Call Legal Assistance and ask about an "In Loco Parentis" (a form used as a Power of Attorney where your children are concerned).
5. _____ Do you have your spouse's mailing address?
6. _____ Do you know what to do in case of an emergency and you need to contact your spouse that is deployed? (American Red Cross).
7. _____ Do you know where to go for legal assistance?
8. _____ Do you know where to go in the event of a financial emergency?
9. _____ Has your sponsor signed a loan Preauthorization Form at the Navy/Marine Corps Relief Society?
10. _____ Do you have the emergency telephone number of the military activity nearest you? (They are in your civilian telephone book).
11. _____ If you don't have a car, have you asked people who will be willing to assist you?

HOME

1. _____ Is the house or apartment in good repair?
2. _____ Is the furnace cleaned and working properly? Clean filters?
3. _____ Is the hot water heater working properly? Is it operating at an energy saving temperature?
4. _____ Are all major appliances working properly?
5. _____ Do you know where the fuse box or circuit breaker is located and do you have extra fuses if necessary?
6. _____ Location of water and gas shut off points?
7. _____ Are the switches labeled?
8. _____ Do you have your landlord's telephone number?
9. _____ Do you have a phone number for emergency maintenance?
10. _____ Do you have telephone numbers for: power and electric company, appliance repairman, police, fire department, rescue squad, nearest medical facility, etc., near your phone?

Government Quarters

Remember, if you are currently residing off base and wish to live in Government Housing - make short-term commitments. A lease is a legal document and cannot be broken if you have received government housing or if you want to go home while the service member is deployed.

1. _____ Have you completed the Housing Application? Ensure that the housing office has your current phone number and emergency number.
2. _____ Complete Spousal Acceptance Authorization so the spouse may accept quarters while sponsor is deployed.
3. _____ Provide the Housing Office with a copy of your lease to ensure quarters will not be offered until lease is about to end.
4. _____ If you are already in base housing, ensure family members are aware of all housing regulations.
5. _____ If a family plans to be away from quarters a request must be completed at the Housing Office. Approved absences are usually no longer than 30 days; extensions involving special circumstances are considered on a case-by-case basis.
6. _____ Register guests at Housing Office; they may be approved on a 30-day basis up to 90 days. Special circumstances are considered on a case-by-case basis.
7. _____ If you experience overpayment of BAH after acceptance of Government Quarters, do not spend it; it will be needed when disbursing records catch up with your pay and the over-payment is taken back (all at once).
8. _____ If presently on the waiting list for assignment of quarters, but want to wait until sponsor returns, ask housing to put you "on hold"; you will keep moving up on the list. Quarters will be held for you and you will be given quarters upon sponsor's return

MEDICAL

1. _____ Are all of the non-deploying spouse's and children's immunizations up to date?
2. _____ Does non-deploying spouse know where their health and dental records and those of their children are kept?
3. _____ Does non-deploying spouse know how to access military medical facilities and tri-care?
4. _____ Are all family members enrolled in DEERS? Calling DEERS 1-800-538-9552 can check DEERS status.
5. _____ Do you have a reliable babysitter in case of an emergency?
6. _____ Do you know how to use TRICARE while you are traveling?
7. _____ Do you know whom to call and where to go for medical emergencies?
8. _____ If you are pregnant, do you know who to contact and where to go in case of an emergency.
9. _____ If you are pregnant, have you made arrangements to have your other children cared for when you deliver?

FINANCES

1. ____ Have you determined what types of allotments are needed during deployment?
2. ____ Has the service member initiated necessary allotments to be sent whether directly to non-deploying spouse or to the bank monthly?
3. ____ Do you know the account numbers and the names and addresses of banks or credit unions in which the family has accounts?
4. ____ Does the non-deploying spouse know the type of accounts the family has?
5. ____ Does the family have a safe deposit box, and does the non-deploying spouse know where the box is, and where the key is kept?
6. ____ Have you developed a budget listing of all monthly expenses and sources of income?
7. ____ Have you budgeted for extra expenses that often accompany deployments such as childcare, long distance phone calls, postage, etc.?

LEGAL/ADMINISTRATIVE

1. ____ Are the family's military identification cards up-to-date and valid until after the service member returns?
2. ____ Does the non-deploying spouse know where and how to obtain new replacement military identification cards?
3. ____ Has the service member executed a power of attorney so the non-deploying spouse can take necessary actions on important family matters during his or her absences?

KEY VOLUNTEER INFORMATION

1. ____ Does the non-deploying spouse know the name of her/ his key volunteer?
2. ____ Does the non-deploying spouse have the number of the key volunteer?
3. ____ Does the key volunteer know how to contact the non-deploying spouse? It is important to notify their key volunteer, if the spouse should leave their current address for an extended visit to their parent's home, etc., or should they change their phone number.
4. ____ Does the non-deploying spouse know the phone number for the Family News Hotline for regular deployment news, updates, if one is available?

AUTOMOBILE

1. _____ Does it have a current base sticker?
2. _____ Does it have a current license plate?
3. _____ Do you have the title? Who holds the lien?
4. _____ Is the insurance paid up? When is the payment due?
5. _____ Has the car been serviced lately?
6. _____ Do you have an extra key?
7. _____ Do you know what type of oil to use? When should it be changed?
8. _____ Do you know what type of gasoline to use?
9. _____ Do you have the warranties?
10. _____ Do you know where to go for warranty repairs?
11. _____ Do you know whom to call in an automobile emergency?
12. _____ Do you have your automobile insurance agent's telephone number?
13. _____ Do you both have a current driver's license?
14. _____ Do you know what to do in case of an accident?
15. _____ If you do not have a car, who will help with transportation in an emergency? _____

CONDITION OF:

1. _____ Radiator and heater hoses
2. _____ Engine vacuum lines
3. _____ Fuel lines
4. _____ Brake linings, discs, pads
5. _____ Engine drive belts, fan, alternator
6. _____ Air filters
7. _____ Oil filters
8. _____ Battery cables
9. _____ Shock absorbers
10. _____ Tires (spare also)
11. _____ Seat belts
12. _____ Brake lines
13. _____ Radiator

FLUID LEVEL OF:

14. _____ Master brake cylinder
15. _____ Windshield washer
16. _____ Transmission
17. _____ Power steering pump reservoir
18. _____ Air pressure in all tires (including spares)

19. _____ Expansion tank
20. _____ Battery
21. _____ Engine oil
22. _____ Rear end lubricant

AUTOMOBILE (Cont.)

MAKE SURE SPOUSE KNOWS:

23. _____ Location of spare bulbs/fuses
24. _____ How to check oil and other fluid levels in the car
25. _____ How to check tire pressure
26. _____ How to change a tire
27. _____ Location of spare keys
28. _____ Location of papers: (registration, title, insurance)
29. _____ Name and phone number of a reliable auto repair facility or towing service (e.g. Road Rangers)
30. _____ How to change bulbs/fuses
31. _____ When and where to have the car serviced
32. _____ If tires must be replaced, what type, size, and what is a reasonable price

NEWLYWEDS

The military member of the family should do the following things to correct his/her records immediately:

1. _____ Go to the Personnel Office with all official documents and change your official records to show that you are married, listing your spouse as "Next of Kin" on your record of Emergency Data (RED).
2. _____ Check the Personnel Office to have your wife listed as beneficiary for Government and Civilian Insurance Policies.
3. _____ Apply for a Dependent's Identification and Privilege Card. (Form DD 1172) and enroll spouse in DEERS at your Personnel Office.
4. _____ Go the Personnel Office and apply for BAH, COMRATS and start an adequate dependent's Allotment for your spouse.
5. _____ Check at the dispensary to have your spouse listed as Next of Kin in the event of casualty. Be sure that your health record indicates your blood type, whether you are Catholic, Protestant, Jewish, etc.
6. _____ Have your spouse attend a Relocation Welcome Aboard Brief.
7. _____ Make sure all bank accounts are joint. Most banks will not accept a General Power of Attorney.
8. _____ Does your unit's Key Volunteer Coordinator have your new Spouse's information?