

PRE-DEPLOYMENT CHECKLIST FOR CUSTOMERS

Pre-Deployment Checklist for Customers		
COMPLETED	N/A	THINGS TO DO <i>(Review this checklist with your spouse or person responsible during your absence)</i>
		General Matters
		Contact the Military & 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
		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 Support Liaison (KSL)
		List of Base Helping Agencies, Chaplain, and contact numbers
		Mandatory Pre-Separation Counseling (If separating/retiring with less than 90days 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., fireproof 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 Military & Family Readiness Center for financial assistance)
		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
		Military & 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: https://www.afpc.af.mil
		Air Force Personnel Accountability and Assessment System (AFPAAS): https://afpaas.af.mil
		Military OneSource: https://www.militaryonesource.mil
		USAF Services: https://myairforcelife.com
		Military Installations: https://installations.militaryonesource.mil
		DoD Deployment Health Clinical Center: https://health.mil/Military-Health-Topics/Centers-of-Excellence/Psychological-Health-Center-of-Excellence
		Military Spouse: https://www.military.com/spouse
		Servicemembers Civil Relief Act: https://www.military.com/benefits/military-legal-matters/scra