

Deployment Checklist



Practical Preparation

- _____ Dependent ID cards (DEERS verification 1-800-538-9552).
- _____ Updated Emergency Data Form or Page 2.
- _____ Updated family contact information in the Navy Family Accountability and Assessment System (NFAAS) either under practical prep or emergency prep.
- _____ Powers of attorney.
- _____ Valid will.
- _____ Updated Service Members Group Life Insurance (SGLI) with correct beneficiary.
- _____ Family knows complete official mailing address, command name, and social security number.
- _____ Family has command contact information including ombudsman information.
- _____ Renters' or homeowners' insurance current.
- _____ Home or apartment in good repair.

Service Member Personal Preparation

- _____ Uniforms, civilian clothes and personal items while deployed.
- _____ Phone numbers/addresses/email addresses.
- _____ Arrangements for birthdays and special occasions.
- _____ Discussed "keeping in touch" with friends and family.
- _____ Plans for education and courses while underway.
- _____ Plans for homecoming.

Housing

- _____ If planning to sublet your house or apartment did you do a credit check on potential tenants?
- _____ Is your renter's/homeowner's insurance current and does it cover replacement costs?
- _____ Do you have a plan for routine maintenance and lawn care?

Vehicles

- _____ If necessary, storage or someone to take care of it.
- _____ Current insurance, tags, registration/title, base/inspection stickers routine maintenance.
- _____ Name of a trusted mechanic/repair garage left with family.

Communication

- _____ Do you have a plan for making telephone calls?
- _____ Have you discussed email use?
- _____ Have you discussed regular mail and care packages?
- _____ Have you discussed emergency communication?

Financial Preparation

- _____ Monthly spending plan for the deployment including any pay changes and additional deployment-related expenses.
- _____ If married, separate checking accounts and/or split pay.
- _____ Arrangements to pay bills including payments to creditors.
- _____ Allotments or online banking set up.
- _____ Phone bills (long-distance, cell phone plan).
- _____ Once a year expenses such as taxes or insurance covered.
- _____ Taxes due while deployed? Plan for payment or extension.
- _____ Credit card limits. If married, who will be using which cards?
- _____ Emergency funds.
- _____ Savings plan or Savings Deposit Program if eligible.
- _____ Thrift Savings Plan (TSP).

Emergency Plans

- _____ Location of important papers.
- _____ Does your spouse know how to access the TRICARE system for medical care when outside the local area?
- _____ Do you need to consider signing a preauthorization form with Navy-Marine Corps Relief Society?

Provided by

