

## **PREDEPLOYMENT CHECKLIST**

Make certain to keep this Essential Family Information Checklist current - and written in PENCIL!

### **MEDICAL:**

1. Family Immunization Records-
  - a. Where are they kept? \_\_\_\_\_
  - b. When were they last updated? Spouse: \_\_\_\_\_ Children \_\_\_\_\_
2. Where are our health and dental records kept? \_\_\_\_\_
3. Do I know how to get proper medical and dental help? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Are family members enrolled in the DEERS program?
5. Do all family members have a gold medical card (Your key to medical care!) and if so, where are they kept? \_\_\_\_\_
6. Who is contacted incase medical assistance is needed? \_\_\_\_\_
7. Who has Medical Power of attorney? \_\_\_\_\_

### **FINANCIAL:**

1. Bank Account(s) Numbers -
  - a. Checking Account: \_\_\_\_\_
  - b. Savings Account: \_\_\_\_\_
  - c. Other Accounts: \_\_\_\_\_
2. Where are the bankbooks located? \_\_\_\_\_
3. Am I prepared to take complete control of our checking accounts, know the balance at all times, and never write a check unless I am certain that there are sufficient funds in the bank?
4. Do we have a safe deposit box? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Do I know what is contained in the box? Can I access the box in an emergency? Who has the key?
6. Are all of our credit cards accounted for? How much is outstanding on each card? \_\_\_\_\_

Credit Card Number	Address of Card Companies	1-800 numbers
VI SA _____	_____	1-800
MasterCard _____	_____	1-800-
DPP _____	_____	1-800-
GASOLINE CARD _____	_____	1-800-
OTHER _____	_____	1-800-

(IMMEDIATELY NOTIFY CREDIT CARD COMPANY OF ANY LOST/STOLEN CARDS!)

7. Do I have an allotment/sure-pay/direct deposit sent to my bank or me each month? \_\_\_\_\_
  - a. What is the amount of the allotment? \_\_\_\_\_
  - b. What is the allotment meant to cover? \_\_\_\_\_
  - c. Is it for necessities to maintain our household? \_\_\_\_\_
  - d. Who do I contact if my allotment check doesn't arrive? \_\_\_\_\_
  - e. Do I know that in order to change the address to which my allotment is mailed, the service member must request this change in writing? See the Personnel Action Center and also file a change of address with the Post Office immediately.

f. Will the allotment or sure-pay/direct deposit provide for all expenses/necessities?

8. If my spouse is deployed, would I most likely:
  - a. Stay here, or temporarily leave post.
  - b. If I temporarily leave, where would I most likely go?
  - c. Have I notified my FRG key caller of where I may be reached?
  - d. Do I have finances set aside for this trip? (AER and the Red Cross will not lend money for a personal convenience moves.)
9. Do I know how and when to pay our bills and the amount to pay for each?

	Date Due	Average Amount	Where
MORTGAGE/RENT	_____	_____	_____
TELEPHONE	_____	_____	_____
WATER / Sewage	_____	_____	_____
ELECTRIC/GAS	_____	_____	_____
TRASH	_____	_____	_____
CABLE	_____	_____	_____
CAR PAYMENT	_____	_____	_____
INSURANCE	_____	_____	_____
GROCERIES	_____	_____	_____
WALMART	_____	_____	_____
TAXES	_____	_____	_____
Credit cards	_____	_____	_____
OTHER	_____	_____	_____

10. If moving away from the post during the deployment, is there money for the move?

**TRANSPORTATION:**

1. What is the name and address of our car loan company?
2. Where is the title and registration for my car?
3. Where is the car insurance policy kept? Am I insured to drive? What is the policy number?
4. How do I renew the license plates?
5. Are there any safety stickers, emissions tests, etc..? Do they have to be renewed? What date?
6. Do I have a valid driver's license? Does it expire soon?
7. Is the car in good operating condition?
  - a. When is the regular maintenance due? Tune up? Oil change? Other?
  - b. What would I do in an emergency situation (Dead battery, flat tire... etc)?
  - c. Where should I take the car for repairs?
8. Where is a second set of keys located for emergency?
9. If I do not drive or do not have a car, do I know how to get transportation?
10. How do I get our car out of the motor pool that was left there by my spouse when he deployed?

**HOUSING:**

1. Where is the Fuse Box or Circuit Breaker located?
2. Where is the Water cut-off valve for emergencies (broken or leaking pipes)?
3. If you live in quarters on post:
  - a. What is your area Housing Mayor's name and phone number?
  - b. What number do you call for housing emergencies?

4. Where is the second set of keys for the house?
5. Is there a list of emergency numbers posted by the phone? This list should include... **police, fire department, ambulance, medical emergency, electrician, plumber or maintenance, auto repair, poison control.**

#### **LEGAL/ADMINISTRATIVE:**

1. Are my family's ID cards up to date?
  - a. Will they be valid until my spouse's return?
  - b. Do I know where and how to get new ID cards?
2. Has my spouse provided me with a General/Special Power of Attorney to assist me in taking necessary legal actions on important family matters during his/her absence?
  - a. Where is the Power of Attorney (POW) kept?
  - b. When does it expire?
3. If we are on the list for Post Housing, does the Housing Office have telephone numbers where I may be contacted should quarters become available during my spouse's absence?
4. Do we have up to date wills?
5. Do I have copies of my spouse's TDY and/or PCS orders?
6. Important information concerning contracts:
  - a. NEVER sign any contract without reading it.
  - b. NEVER believe oral promises, which are not written into the contract.
  - c. NEVER buy on credit unless absolutely necessary.
  - d. NEVER buy something that you do not need.
  - e. NEVER make important, expensive purchases unless both you and your spouse approve.
  - f. You may ask a military legal assistance officer to read any contract and give you free advice.
  - g. Be careful about spending money, buying on credit, and using a power of attorney.
7. Do you have an IMPORTANT PAPERS FILE? It is very important for the military family to have copies of important papers and other valuable information in a safe file. It is equally important that the wife and husband jointly organize this file, in order for each person to know how and where to find the papers when needed. This file should be in a safe place protected from fire and theft. A safe deposit box at a bank is highly recommended for some or all of these papers.

#### **YOU MAY WANT THE FOLLOWING INCLUDED IN YOUR IMPORTANT PAPERS FILE.**

- a. Marriage Certificate
- b. Birth Certificates for all family members
- c. Citizenship/resident papers, if any
- d. General and Special Powers of Attorney
- e. Adoption papers, if any
- f. Passports, if any
- g. List of Social Security numbers for all family members
- h. Federal and state tax records
- i. Copies of Wills
- j. Insurance policies - both government and civilian with a list of companies, policy numbers, types of insurance coverage, addresses and phone numbers of agents, and toll free numbers of companies.  
(Do the policies have War Clause deletions?)
- k. Any court orders - divorce, child support, child custody
- l. Medical services card
- m. Immunization records, updated, for all family members
- n. Real Estate documents - leases, deeds, mortgages, and promissory notes

- o. Stocks, bonds, or securities, and/of where certificates are located
- p. List of all members of immediate families with all phone numbers
- q. Automobile titles, if any
- r. List of credit cards, account numbers, and company addresses
- s. Copies of installment contracts
- t. List of bank accounts, type of accounts, account numbers, bank names and addresses

**PERSONAL:**

1. Do I have up to date addresses and phone numbers for friends, relatives, and family readiness group contact persons - including your key caller?
2. Do I have the phone number of reliable emergency baby sitters? Who?
3. Do I have friends at chapel/church, social clubs, or work that I can call on if I need to talk?
4. Do I have an address where I can contact my spouse while he is gone?
5. Have I discussed with my spouse the times when I will not be at home, for example: a trip to my parents' home, and how he/she can continue to contact me while I am gone?
6. Have I told someone in my company or battalion how long I will be gone on any trips? Have I left a number where I can be reached in case of an emergency or deployment?
7. Have the children been included and made to feel a part of the preparation for daddy/mommy being away?

**If you have any questions or concerns about anything on this predeployment checklist, talk to your spouse about needed information. If he/she does not know the answer, have him/her check with their chain of command.**

**Be sure to keep in contact with your FRG Company commander during any deployment for vital information. Staying in touch is vital to the safety of our families and the successful deployment of our soldiers. Your spouse will have a much easier deployment if he/she knows that the family is taken care of!!**