

PERSONAL READINESS CHECKLIST

“Practical Tips For Deployment Preparation”

Most Airmen do not realize the incredible resources the Airman & Family Readiness Center offers during times of deployment and even during routine military life. Practical readiness is simply making smart decisions to minimize deployment hassles...let us help!

COMPLETED	N/A	THINGS TO DO (Review this checklist with person responsible during your absence)
		General Matters
		Contact the Airman & Family Readiness Center (605-385-4663)
		Pre-Deployment Briefing (arrange so spouse can attend with you)
		Budgeting/Financial Counseling
		Child Care/Give Parents A Break Program/Respite Care Program
		Car Care Because We Care Program
		Hearts Apart Morale Call Program
		Emergency Financial Assistance (Air Force Aid Society)
		Deployment Support Groups/Key Spouse Program
		List of Base Helping Agencies, Chaplain, and contact numbers
		Mandatory Pre-Separation Counseling (if less than 90 days duty 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., fire proof box (location known to 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
		Will (for both parents)/Powers of Attorney
		Vehicle Title, Insurance, Registration & Warranty Papers
		Immunization Record for children/pets
		Adoption/Naturalization/Citizenship Papers/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 then 30 days
		Copy of Prescriptions and adequate medications to hand carry
		Financial Matters
		Discuss financial matters with party responsible in your absence
		Pay Changes during deployment (hazardous duty, eminent danger, family separation, per-diem, etc.)
		Develop a Budget & Spending Plan (contact Airman & 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

	Legal Matters
	Create/Update Will/Living Will
	Require POA?(General or Specific)--file Income Tax/Extension, caretaker 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 certificates, 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
	Drivers License/Base Decal & Safety Inspection (if required) Expiration Dates
	Insurance Policy Expiration Date
	Vehicle maintenance Record (Tires, Oil Change, Anti-freeze, Warranty, 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
	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
	Airman & Family Readiness Center (605-385-4663)
	Other Base Agencies (Police, Legal, Chapel, MPE Customer Service, Housing, Finance, Command Post)
	School/After School Program & Dependent Care Providers
	Base Telephone Book for base resources
	American Red Cross (http://www.redcross.org)
	Emergency Contacts/Important Phone Numbers/Internet Resources
	Ellsworth Airman & Family Readiness Center (http://www.ellsworthafrc.org)
	Military OneSource (http://www.militaryonesource.com)
	Military Homefront (http://www.militaryhomefront.dod.mil)
	Moms Over Miles (http://www.momsovermiles.com)
	Dads At A Distance (http://www.daads.com)
	Military Spouse (http://www.milspouse.org)
	Servicemembers Civil Relief Act (http://www.military.com/benefits/legal-matters/scra/overview)
	America Supports You (http://www.americasupportsyu.mil/americasupportsyu)