

## 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	<b>THINGS TO DO (Review this checklist with person responsible during your absence)</b>
		<b>General Matters</b>
		Contact the Airman & Family Readiness Center (605-385-4663)
		Pre-Deployment Briefing
		Budgeting/Financial Counseling
		Hearts Apart Morale Call Program
		Emergency Financial Assistance (Air Force Aid Society)
		Mandatory Pre-Separation Counseling (if less than 90 days duty upon return from deployment)
		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)
		Medical Records & Appointment/Prescription Cards
		Insurance Policies (review life insurance policies (war clause?), SGLI coverage, & Beneficiaries)
		Financial Records/Investments
		Will/Powers of Attorney
		Vehicle Title, Insurance, Registration & Warranty Papers (Expiration Dates)
		Immunization Record for children/pets
		Adoption/Naturalization/Citizenship Papers/Birth Certificates/Divorce Certificates
		<b>Medical Matters</b>
		Copy of Prescriptions and adequate medications in your absence
		<b>Financial Matters</b>
		Discuss financial matters with party responsible in your absence
		Pay Changes during deployment (hazardous duty, eminent danger, 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.
		Review Vehicle/Housing Lease Agreements & Homeowner/Renters Insurance (Expiration Date?)
		<b>Emergency Procedures</b>
		Natural Disaster Preparedness/Procedures & Evacuation Plan
		<b>Legal Matters</b>
		Create/Update Will/Living Will
		Require POA?(General or Specific)--file Income Tax/Extension, caretaker perform financial transactions)
		Accomplish and/or complete estate planning
		Safely store important documents (birth certificates, wills, etc.)
		Complete Record of Emergency Data
		<b>Practical Matters</b>
		Complete property inventory (including dormitory residents)
		Inform Dormitory Manager or Landlord of deployment
		Pet care arrangements/Veterinarian notification
		<b>Personal Matters</b>
		Discuss methods and plans for communication during deployment with extended family/significant other
		Review Life Insurance policies and Beneficiaries
		<b>Emergency Contacts/Important Phone Numbers/Internet Resources</b>
		American Red Cross ( <a href="http://www.redcross.org">http://www.redcross.org</a> )
		America Supports You ( <a href="http://www.americasupportsyou.mil/americasupportsyou">http://www.americasupportsyou.mil/americasupportsyou</a> )