

Service Member Personal Pre-Deployment/Remote Checklist

Completed	Things To Do <small>(Review this checklist with your spouse or person responsible during your absence)</small>
	General Matters
	Contact your Readiness NCO at the Airman & Family Readiness Center 575-572-7754 / Visit: www.HollomanAFRC.com
	~Pre-Deployment briefing (arrange so spouse can attend with you)
	~Deployment/Remote Child Care/Give Parents A Break Program/Respite Care Program
	~Deployed Car Care Service w/ Auto Hobby Shop f/ Vehicle Storage
	~Mandatory Initial & Pre-Separation Counseling (if less than 90 days upon return from deployment)
	~Deployment Support Groups/Key Spouse Program
	Contact insurance company for possible premium reduction during vehicle storage
	Prepare/Update Family Care Plan w/ First Sergeant
	Obtain/Update ID cards and passports for family members
	Contact Post Office (temporary disposition of mail, mail pick-up/forwarding arrangements)
	Cell Phone/Home Telephone Service (suspend/cancel?)
	Organize ALL Deployment Paperwork in a folder/binder. Contact the RNCO for assistance in a personal deployment folder/binder. Store important papers in safe location known to spouse/caretaker, i.e., fire proof box
	~Deployment Orders (provide copy to spouse/guardian)
	~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/Marriage Divorce Certificates
	Medical Matters
	Medical Treatment Authorization letter for person responsible for care of child(ren)
	Family Relocating? Review/change health insurance if Tricare Providers are not available. Make a list of health-care providers in the local area. If no TriCare providers available upgrade coverage from Prime to Select.
	Contact TRICARE if family members relocate for more than 30 days
	Financial Matters
	Discuss financial matters with designated individual regarding payment of bills in your absence (obligations, due dates, amount owed, who to pay). Obtain POA as needed and consult the Legal office for guidance.
	~Develop a Budget & Spending Plan (contact Airman & Family Readiness Center for financial assistance)
	~Banking/Bill Pay Options (Passwords/PINs)/Online Banking/Separate Checking Accounts/Checkbook
	~Military STAR Card/Club Card (suspend/reduce payments while deployed)/ATM & Debit Cards expiration dates
	~Keep Debt Payment Contacts in Deployment folder/binder--Housing, Car, Rent, Utilities, 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
	Understand and brief significant other about using Air Force Personnel Accountability and Assessment (AFPAAS) website during Natural/Man-made Disasters. Discuss Procedures & Evacuation Plan.
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	Legal Matters
	Create/Update Will/Living Will
	Require POA?(General or Specific)--file Income Tax/Extension, spouse perform financial transactions or use AFAS)
	Accomplish and/or complete estate planning
	Designate legal guardians for children/review custody agreements & update prior to deployment
	Update vRED (Record of Emergency Data) - DD Form 93 (Emergency Notification) in Virtual MPF
	Review deployment benefits of SCRA (Service Members Civil Relief Act)
	"Certify" SGLI - Service Members Group Life Insurance
	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

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	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) Secure weapons
	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 of what to expect for feelings of stability
	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). Speak with SLO for more information.
	Parent
	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 and/or wellness check through American Red Cross
	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 & Readiness NCO
	Base Helping Agencies: Legal, Chaplain, MPF Customer Service, Command Post
	School/After School Program & Dependent Care Providers
	Download AF Connect App for base resources (CE Appliances/HVAC Repair at OCONUS locations)
	American Red Cross (http://www.redcross.org)