

Deployment Readiness Checklist for the Married Marine & Spouse

While this list may seem daunting, it will be very helpful to have all of this information in one place. This checklist is intended to assist married Marines in preparing for and achieving readiness for deployment.

Documents

- Ensure ID Cards are valid through entire deployment.
- Designate an emergency caregiver in loco parentis while your Marine is deployed in the event that the spouse at home is unable to care for children.
- Memorize your Marine's Social Security number.
- Review Record of Emergency Data (RED) form and update as needed.
- Contact Base Legal Services Office for any needed powers of attorney.
- Update will.
- Ensure Servicemembers' Group Life Insurance (SGLI) has correct and most up to date beneficiary information.
- Register to vote and request absentee ballot.
- Provide complete official deployment mailing address to family and friends.
- Does someone have a copy of your Official Military Orders?

Store important documents:

- Marriage certificates
- Birth/adoption certificates
- Naturalization and citizenship papers
- Insurance policies (life, household, auto)
- Deeds/mortgages/lease agreements
- Social Security cards
- Military records (copies)
- Vehicle title/s or loan documents
- Tax returns
- Divorce decrees
- Court orders (support and or custody)
- Death certificates of deceased family members
- Passports
- Vaccination records

Financial Preparation

- Create a spending plan for the deployment.
- Start allotments or set up online banking to pay bills.
- Note periodic expenses such as taxes, tuition, or insurance.
- Arrange an extension for filing taxes if due during deployment (www.irs.gov).
- Review existing accounts.
- If your family has a safe deposit box, make sure at-home family member has access to it.
- Review MyPay account and provide access (<https://mypay.dfas.mil/mypay.aspx>).
- Determine who will use which credit cards.
- Review credit card balances.
- Gather information about other assets such as bonds, mutual funds, CDs etc., and maturation dates.

Medical/Dental

- Ensure enrollment in TRICARE at (800) 538-9552.
- Check with all family health providers for acceptance of TRICARE insurance.
- Contact TRICARE if family plans to travel/relocate during deployment to ensure coverage.
- If children are to be born during deployment, either a general or special power of attorney is required to enroll the child in DEERS.
- Ensure enrollment for dental care by calling United Concordia at (888) 622-2256 or online at www.ucci.com.

Elder Care (if applicable)

- Have you made arrangements for the care of your elderly loved one?
- Have you made financial arrangements for your elderly loved one?

Readiness and Deployment Support Training

Vehicles

- Review and update information.
- Update insurance and registration. Ensure base stickers on your car are current.

Children

- Ensure vaccinations are current.
- Identify a child care provider for emergency/respice care.
- Tell your child about the deployment.
- Provide your older child with tools needed to stay in touch with you such as stationary, pens, markers, stamped, self-addressed envelopes, etc.
- Inform your child's school or day care teacher of your deployment and ask them to send copies of schoolwork and report cards. Provide self-addressed, stamped envelopes.
- Ask if your child's school sponsors a discussion group or other program for children of deployed military parents.
- Create a photo album for you and each of your children doing things together.
- Read and record your child's favorite book(s) on audio or video tape.
- Leave a personal item of yours for each of your children to keep until your return.
- Include money in your budget for phone calls, gifts, and souvenirs for your children.
- Avoid putting added responsibilities on your child by not saying things like, "You're the man of the house," or, "Take care of your little brother."
- Request a mentor for your child through the national Big Brothers/Big Sisters program, church, extended family member, or a Marine who is a friend of the family who is not deploying.
- Tell your children that you love them.
- Other _____.

Communication

- Provide FRO, unit toll-free number and unit website to family and friends.
- Provide complete official mailing address to family and friends.
- Gather phone numbers, addresses, and e-mail addresses of family and friends.
- Make arrangements for birthdays and special occasions.
- Discuss expectations for keeping in touch with friends and family.
- Buy stamps, phone cards, camera batteries, etc.
- Other _____.

Outstanding Legal Matters

- Make arrangements to address any outstanding traffic violations, tickets or fines.
- Ensure custody disputes have been finalized or have an agent working on your behalf.
- Ensure all matters regarding a pending divorce have been resolved or arrangements are made to finalize upon Marine's return.
- Set up allotment for child support payments.

Pets

- Update pet information card.
- Make sure pet vaccinations are up to date.
- Provide vet information to whoever is caring for the pet in your absence.
- Establish an allotment to your caregiver for care of pets, or for pet emergency situations.

Emergency Plans

- Discuss emergency communication with family.
- Give FRO contact information for family.
- Provide Red Cross contact information to family.
- Ensure family has your contact information.
- Give family the location of important papers and a key to access.
- Develop emergency evacuation plan.
- Other _____.