

Deployment Readiness Checklist for the Single Marine with Dependents and Dual Active-Duty Marines with Dependents

In addition to the Deployment Readiness Checklist for the Single Marine, active-duty single parents should complete the following. This checklist is intended to assist single Marines with dependents and dual active-duty Marines with dependents in preparing for and achieving readiness for deployment.

Documents

- Schedule an appointment with your installation Base Legal Services Office to have powers of attorney (special and or medical) and will drawn up.
- Created or update your Family Care Plan.
- Ensure your will includes who will become guardian to your children in your absence.
- Review the amount and beneficiary information on your Servicemembers' Group Life Insurance.
- Ensure your dependent has a valid military ID card which will not expire while you are away.
- Confirm your dependents enrollment in DEERS.
- Provide complete official deployment mailing address to family and friends.
- Include child care provider contact info on RED.
- Develop a written contract with your child's caregiver that includes financial arrangements.
- Set up an allotment to provide financial support while you are away.
- Enroll your dependent in the TRICARE region to be used.
- Does someone have a copy of your Official Military Orders?
- 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.

Your Child

- Tell your child that you will be leaving, why, and approximately when you will return, if known.
- Provide your older child with tools needed to stay in touch with you such as stationary, pens, markers, stamped, self-addressed envelopes, etc.
- Include money in your budget for phone calls, gifts, and souvenirs for your children.
- If you have pets and your child's caregiver is not caring for them too, explain this to your child.
- 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 another Marine who is a friend of the family and is not deploying.
- Tell your children that you love them.
- Other_____.

Relationships

- Inform 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.
- Discuss what role, if any, your child's other parent will have during deployment.
- Tell extended family members about your upcoming deployment, provide your child's contact information, and ask them to keep in contact with your child.
- Other_____.

Readiness and Deployment Support Training

Legal Guardian

- Provide the FRO contact info to your child's caregiver.
- Give your contact information to your child's caregiver and child (if the child is old enough).
- Tell your child care provider to contact the American Red Cross in case of an emergency.
- Provide copies of your child's medical records to your child's caregiver.
- Tell your provider how to obtain medical care, dental care, and prescriptions.
- Establish with your child's caregiver where they will go or who they will contact in case of a disaster.
- Make a plan to celebrate birthdays and holidays.
- Establish a plan with caregiver to facilitate communication from your child to you.
- Provide info about your child's routines: meal and bed times, chores, special toys, etc.
- Other _____.

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?

Comfort Items

- 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.
- Other _____.

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 _____.

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.