

Deployment Checklist

Even when a Soldier gets notice of a deployment in advance, time seems to fly in preparation and the families they leave behind are sometimes unprepared. The following checklist will help a Soldier's family prepare and better handle a long deployment.

- Set up a power of attorney, and for financial matters. And one for health matters. The base Legal Affairs office can help. This would be a good opportunity to get wills written, too.
- Work out a budget to make sure monthly bills and deployment-induced costs are covered. Determine who will pay bills in the event the Soldier cannot. The Soldier can set up pay allotments to cover bills and household expenses.
- Make child care plans, especially if both spouses work. Set up contingency child care plans in the event of an emergency.
- Write a list of next of kin, personal lawyer family mechanic, trusted friend and the like with phone numbers and addresses.
- Create an e-mail list of family members and friends to send updates.
- Inform next of kin about how to contact the Soldier in case of emergency and let them know the assistance available to them.
- Check the expiration dates on military ID cards and make sure the Emergency Data Cards and Family Care Plans are up to date.
- Check the care and major appliances to make sure they are in good working condition.
- Give family members tours of the house to show them such things as fuse boxes and water heaters. Give family members tours of the post to show them the Army Community Service Center, chapel, and unit.
- Create an important documents file that is secure but the family can easily access. Among the documents available, should be:
 - medical, dental and shot records for every family member of the family, (including pets)
 - birth certificates and adoption papers for each family member,
 - citizen ship or naturalization papers
 - marriage certificate
 - divorce papers
 - death certificates

- discharge papers
- passports and visas
- copies of orders
- leave and earnings statements
- will and living wills
- real estate documents such as leases, mortgages and deeds
- car titles and registration
- federal and state tax returns
- a list of credit cards, installment contracts and loans with account numbers.