

DEPLOYMENT CHECKLIST

Please spend a few minutes with your spouse to answer these questions to help you prepare for your spouse's absence.

Do you have your spouse's mailing address?

Do you have your spouse's e-mail address?

Do you have the name and rank of your spouse's Commander?

Do you have the name of your spouse's 1st Sergeant?

Do you have three copies of your spouse's orders?

Do you have ID cards for all eligible family members?

If you leave during this deployment, have you provided Family Program Office with an address and/or phone number where you can be reached?

Have you notified the Family Program Office of any family problems that may require assistance during this deployment?

Do you have a power of attorney?

Do you have access to birth certificates, wills, marriage certificates, powers of attorney, divorce decrees, car titles/registration, tax information or other legal documents?

What allotments are arranged?

Do you know all of the due dates of your household bills?

Do you have access to bank accounts, allotments and safe deposit boxes?

Do you have doctor and emergency information available?

Do you have TRICARE information available?

Do you have access to insurance policies?

Do you know where all major utility shutoffs for your residence are located?

Do you know who to contact for household repairs?

Do you know who to contact for auto repair/service?

Do you know when the next car service is scheduled?

Do you have a Family Care Plan?

Please spend a few minutes with your spouse to complete this list to help you prepare for your spouse's absence.

BILL	PAYABLE TO	ACCOUNT NUMBER	DATE DUE	AMOUNT DUE
Rent/ Mortgage				
Auto				
Gas				Average Due
Electric				Average Due
Home Phone				Average Due
Cellular Phone				Average Due
Pager				Average Due
Cable/ Satellite				
Water				Average Due
Credit Cards				Average Due
				Average Due
				Average Due
				Average Due
Taxes	Property			Average Due:
	Auto			Average Due
Loans				

Insurance: Auto				
Home				
Health				
Life				
Other				
Checking Account Bank _____				
Savings Account Bank _____				
Allotments				
Spouse's Squadron Commander & Rank				
Spouse's SSN				
Spouse's E-mail Address				
Spouse's Mailing Address				
Spouse's Drivers License Number & Expiration Date				
Car License Plate Numbers				
Auto Inspection				
Clinic/Doctor				Phone:
Dentist				Phone:
Pharmacy				Phone:

Location of Important Papers:

- Birth Certificates/Adoption Papers_____
- Marriage Certificates_____
- Naturalization Papers_____
- Wills_____
- Powers of Attorney/Guardianship_____
- Divorce Decrees_____
- Child Custody Orders_____
- Insurance Policies_____
- Car Titles/Registrations_____
- Tax Records_____
- Immunization Records_____
- Extra Keys_____

Special Instructions:_____

Upcoming Appointments:_____

Maintenance Due:_____

Child Care:_____

Emergency:_____
