

What to Know Before You Go



Deployment Checklist

Deployments aren't easy — for you or your family. Separation isn't just about distance and time apart, it also affects how all the usual daily life activities, as well as unexpected events, are managed at home. Preparation is key, and it starts with ensuring you've provided the essential information your family needs to help them independently solve problems while you are away. This checklist will help you put everyone's mind at ease.

Secure in a Safe Place

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| <input type="checkbox"/> Most Recent LES | <input type="checkbox"/> Insurance Policies | <input type="checkbox"/> Passports |
| <input type="checkbox"/> Marriage/Divorce Documents | <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Vehicle Titles, Registrations, Inspections |
| <input type="checkbox"/> Birth Certificates | <input type="checkbox"/> Tax Records | <input type="checkbox"/> Phone Numbers, Email Addresses |
| <input type="checkbox"/> Wills | <input type="checkbox"/> Bank Account Numbers | |
| <input type="checkbox"/> Power of Attorney (POA) | <input type="checkbox"/> Court Orders | |

Take Care of Legal Issues

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| <input type="checkbox"/> Assign a POA to give your spouse or the person you choose the legal ability to act and sign documents for you while you are gone. | <input type="checkbox"/> In case of an emergency, assign a guardian for your children in a special POA. |
| <input type="checkbox"/> Create and/or update your will as well as your spouse's will. | <input type="checkbox"/> Review, and possibly increase, your life insurance coverage . |
| | <input type="checkbox"/> Update the beneficiaries of your accounts and insurance if needed. |

Keep Important Information Accessible

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| <input type="checkbox"/> Note your checking, savings, credit union account numbers with User ID and password(s). | <input type="checkbox"/> Manage household bills (utilities, cable, phone, rent, etc.) on a budget sheet with due dates and amounts to be paid. |
| <input type="checkbox"/> Record your credit card account numbers, plus websites and phone numbers. | |

Manage Cars & Property

- ☐ Notify your insurance company that you are deploying, your property may be vacant, and your cars may have reduced mileage.
- ☐ Set up roadside assistance service for all drivers and ensure that all cars are equipped with an emergency kit.
- ☐ Consider moving your belongings into a storage unit.
- ☐ Plan for or schedule oil changes and regular car maintenance appointments with trusted mechanics or car shops.
- ☐ Keep an emergency kit and spare keys at home.

Prepare for Financial & Personal Security

- ☐ Set up automatic payments and direct deposit with your financial institution(s).
- ☐ Consider opening a joint checking account to easily pay bills and manage money.
- ☐ Have an emergency fund or emergency credit card to use — for real emergencies.
- ☐ Confirm that all military ID cards are current and will not expire while you are gone.
- ☐ Confirm that your credit cards will not expire while you are away.
- ☐ Notify creditors and banks in writing, including a copy of your orders, that you are deploying so they will accept charges made overseas.
- ☐ Ensure that your phones, computers, and other technology are up to date.
- ☐ Register your children with the Child Development Center in case your spouse becomes ill or must travel.
- ☐ Provide your family with contact information for rear-detachment and support groups.

Heading to a Combat Zone? Use Your Entitlements.

Designated Direct Support Area — Review the DFAS list of **Designated Direct Support Areas of a Combat Zone (CZ)** to determine your eligibility.

Special Leave Accrual (SLA) — Servicemembers serving in a **Hostile Fire Pay/Imminent Danger Pay (HFP/IDP) area** for a continuous period of at least 120 days may retain and accumulate up to 120 days of leave.

Servicemember's Civil Relief Act (SCRA) — **Review protections you have** and request records as a servicemember called to Active Duty.

Servicemembers' Group Life Insurance (SGLI) — all **monthly premium deductions** are reimbursed for servicemembers serving in a designated CZ or direct support area.

Rest & Recuperation Leave (R&R) — Servicemembers deployed to certain locations for specific periods of time are eligible for R&R leave at the commander's discretion, with the possibility of paid travel expenses.

Thrift Savings Plan (TSP) — Contributions are tax exempt for those deployed in a designated CZ or direct support area.

We Can Help

Taking proactive steps can help every member of your family be better organized and prepared to deal with all of the challenges they could face during your deployment, but that includes leaving room for the unexpected. If you have any questions about ensuring your family is adequately prepared, let us know. Call **877-398-2263** to speak with a Membership Coordinator.



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