

Single Parent Deployment Readiness Checklist



✓	<i>Personal Documents</i>
	Does your will include who will become your child/children's guardians should something happen to you?
	Have you updated your Family Care Plan? This document ensures that arrangements are in place for your dependent children.
	Is your Record of Emergency Data (Page 2) current?
	Is the amount and beneficiary information current for your Servicemembers' Group Life Insurance?
	Do your children have ID cards and are they enrolled in DEERS?
	Do you have a written financial agreement with your caregiver?
	Do you have an "agent letter" to allow your child's caregiver access to the base and to services such as the commissary, exchange and medical clinic for your child?
	Does your child's caregiver have a medical power of attorney to access emergency and routine care for your child/children? Do they know how to access the military medical clinic or how to file TRICARE claims if using civilian facilities?
	Is a Health Insurance Portability and Accountability Act form required in order for your child's care giver to access your child's medical records?

✓	<i>Caregiver</i>
	Does your caregiver know how to contact you with your command name and mailing address and your email address?
	Does your caregiver know to use the American Red Cross in case of an emergency?
	Is your caregiver aware of the services provided by the command ombudsman? Do they have the name and number of the command ombudsman?
	Is your child's caregiver aware of any medical conditions your child has and any medications being taken?
	Does your child's caregiver know how to get medication refills?

	Have you discussed rules and discipline with your child's caregiver?
	Do you have a plan for celebrating your child's birthday during your absence?
	Have you developed a communication plan with your child's caregiver? How often will you email, phone, or send regular mail? What types of information would you like to know? Have you asked your child's caregiver to send pictures?
	Does your child's caregiver have the number to the command care line, if available?
	Have you asked the command ombudsman to keep your child's caregiver informed on the status of the command via the command phone/email tree and newsletter distribution list?
	Does your child's caregiver have an age-appropriate car seat for transporting your child?

In addition to completing all of the items on the Single Sailor Deployment Readiness Checklist, active-duty custodial single parents should also be able to answer "yes" to the following:

✓	<i>Your Child</i>
	Have you told your child that you will be leaving and that you will return?
	Have you made a communication plan with your child and provided them with the tools they need to stay in touch with you, such as stationery, pens, markers, stamped, self-addressed envelopes, etc?
	Did you include money in your budget for phone calls, gifts/souvenirs for your children?
	If you have pets, is your child's caregiver caring for them too? If the pets will be cared for elsewhere, have you explained this to your child?
	Do you and your child have a support system – people you can reach in person, by phone or email – you can turn to for assistance during the deployment?
	Will your child be able to see you off when you leave for deployment?
	In conjunction with your child's caregiver, do you have plans to keep your child/children busy during deployment with fun activities including sports, scouts, music, church, etc.?

✓	<i>Relationships</i>
	Have you talked with your child's school or day care provider about your deployment? Have you asked them to send copies of school work and report cards? Be sure to include self-addressed, stamped envelopes.
	Have you asked if your child's school sponsors a discussion group or other program for children of deployed military parents?
	Have you discussed with your child's other parent what role, if any, they will have during your deployment?
	Have you informed extended family members about your upcoming deployment, provided your child's contact information and asked them to keep in contact with your child?

✓	<i>Comfort Items</i>
	Have you created a photo album for you and each of your children doing things together?
	Have you read and recorded your child's favorite books on audio or videotape?
	Did you leave a personal item of yours for each of your children to keep until your return?

✓	<i>Homecoming</i>
	Will your children be able to meet you at homecoming? If so, have you made arrangements?

Additional Items

List items not covered in the checklist here: _____
