

Single Sailor Deployment Readiness Checklist



✓	<i>Do you know where each of the following documents is located?</i>
	Birth Certificate
	Divorce Decrees
	Death Certificates
	Medical Records
	Dental Records
	Veterinarian Records for each Pet
	Passports/Visas
	Insurance Policies (life, health, home, vehicle, flood, others)
	Real Estate Documents (lease, deed, first and second mortgages)
	Car/Motorcycle title, registration and inspection
	Most recent Leave and Earnings Statement (LES)
	Current Address and Phone Number of Immediate Family Members

✓	<i>Legal Documents</i>
	Do you have/need a will?
	Is your Record of Emergency Data (Page 2) current?
	Is the amount and beneficiary information current for the Servicemembers' Group Life Insurance?
	Will a general or specific power of attorney be needed to manage your affairs in your absence?
	Will your ID card expire during deployment?

✓	<i>Financial Planning</i>
	Do you have a written monthly spending plan?
	Does your budget include money for port visits, phone calls, gifts/souvenirs?
	Does your budget include additional funds for sea pay and other special payments (flight, submarine, combat duty, etc)?
	Will there be promotion during deployment?
	Will a reenlistment bonus be received during deployment?
	Do you have access to myPay?
	Are you enrolled in the Thrift Savings Plan?
	Have you established a financial goal(s) for this deployment such as pay off a vehicle, increase savings, save money to purchase a new vehicle, etc.?

✓	<i>Banking</i>
	Is pay distribution set up the way you want? Direct deposit to correct account(s)? Split pay? Any allotments or automatic check drafts?
	Do you have overdraft protection for your checking accounts?
	Will your debit/credit cards expire during the deployment?

✓	<i>Bills</i>
	How will you be making payments to creditors? Do they have your correct address?
	How will you be paying rent/mortgage/utilities?
	Are there any annual/quarterly expenses, such as car or home insurance payments, due while you are deployed? If so, how will they be paid?

✓	<i>Taxes</i>
	If you plan to file federal or state taxes while deployed, do you have all the necessary documents?
	Do you have a specific power of attorney if someone else will be filing your taxes, or are you going to request a filing extension?

✓	<i>Vehicles</i>
	Are vehicle insurance, tags, registration, title and inspection stickers current?
	Is all routine maintenance current?
	Have you made arrangements for storing your vehicle(s)?
	Have you talked with your insurance agent about reducing coverage while your vehicle is in storage?
	If a friend or family member is storing your vehicle for you, does your insurance cover them?

✓	<i>House</i>
	Are you able to terminate your lease due to military deployment? Will there be a financial penalty?
	If you plan to maintain your house or apartment, is your renter's/homeowner's insurance current?
	Is your house/apartment prepared if it will be vacant for an extended period during deployment? Did you stop mail and newspaper, turn off or reduce temperature of water heater, air conditioning or heat, arrange lawn maintenance, etc.?

✓	<i>Pets</i>
	Have you made arrangements for your pets to be cared for by family, friends or an animal foster care group (http://www.operationnoblefoster.org)
	Does your pet's caregiver have a copy of veterinary and immunization records, current license, if required, and your vet's contact information?
	Have you made arrangements to pay for food, treats and vet care while deployed?

✓	<i>Emergencies</i>
	Do you have a least one month's pay saved in case of financial emergency?
	Does your family know to use the American Red Cross in case of an emergency?
	Does your family have the name and number to the command ombudsman? Have you given the ombudsman permission to provide information to your family members?

✓	<i>Relationships</i>
	If you are in a relationship, have you discussed the effect of an extended separation?
	Have you told friends and family you are deploying, provided them with your contact information and asked them to keep in touch?
	If you share a house or apartment, have you instructed your housemates on the use of your household goods or are you planning to store them?

✓	<i>Communication</i>
	Have you discussed how often you will communicate and by which methods?
	Have you discussed how sensitive news will be shared?
	Does your family have the number to the command care line, if available?
	Is your family on the command phone/email tree?