



Deployment Readiness

Married Marine

&

Spouse



ARE YOU READY RESOURCE LIST

- | | |
|---|------------|
| Deployment Readiness Coordinator/Uniformed
Readiness Coordinator (DRC/URC) | Tel: _____ |
| Auto Insurance | Tel: _____ |
| Base Armory | Tel: _____ |
| Base Housing Office | Tel: _____ |
| Base Legal | Tel: _____ |
| Child Development Center (CDC) | Tel: _____ |
| Defense Enrollment Eligibility Reporting System
(DEERS) | Tel: _____ |
| Defense Finance and Accounting Service (DFAS) | Tel: _____ |
| Defense Travel Management Office (DTMO) | Tel: _____ |
| Installation Personnel Administration Center (IPAC) | Tel: _____ |
| Local Department of Motor Vehicles (DMV) | Tel: _____ |
| Local Veterinarian | Tel: _____ |
| Medical Provider | Tel: _____ |
| Military Tax office | Tel: _____ |
| Personal Bank | Tel: _____ |
| Provost Marshall Office (PMO) | Tel: _____ |
| School | Tel: _____ |
| TRICARE | Tel: _____ |
| Voter Registration Office | Tel: _____ |
| Weapons Storage | Tel: _____ |
| Other: | Tel: _____ |



ARE YOU READY?

Yes	No	Unsure	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you and your family know who your Deployment Readiness Coordinator/Uniformed Readiness Coordinator (DRC/URC) is?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all of your dependents have a current ID card?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does everyone who needs their Marine's full deployment address have it? E-mail address?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do family members know how to contact the American Red Cross in case of emergency? Do they know what information they will need to provide to the Red Cross in order to get a message sent out to you?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is family contact information current on the Record of Emergency Data (RED) Form?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is beneficiary information accurate on the Servicemembers Group Life Insurance (SGLI) policy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a will?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does someone you trust know the location of your will?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you need a general or specific power of attorney?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you recently updated your spending plan or budget?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you discussed communication plans and expectations for the deployment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you and your family know who to turn to if they need assistance during deployment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you have dependents, do you have a workable Family Care Plan that has been updated?



Deployment Readiness Checklist for the Married Marine & Spouse

While this list may seem daunting, it will be very helpful to have all of this information in one place. This checklist is intended to assist married Marines in preparing for and achieving readiness for deployment.

Documents

- Ensure ID Cards are valid through entire deployment.
- Ensure an updated Family Care Plan copy is available in the event that the spouse at home is unable to care for children.
- Ensure Record of Emergency Data (RED) is updated.
- Contact Base Legal Services Office for any needed powers of attorney.
- Update Last Will and Testament.
- Ensure Service Members' Group Life Insurance (SGLI) has correct and most up to date beneficiary information.
- Other _____.

Secure important documents:

- Marriage certificates
- Birth/adoption certificates
- Naturalization and citizenship papers
- Insurance policies (life, household, auto)
- Deeds/mortgages/lease agreements
- Social Security cards
- Military records (copies)
- Vehicle title/s or loan documents
- Tax returns
- Divorce decrees
- Court orders (support and or custody)
- Death certificates of deceased family members
- Passports
- Vaccination records
- Copy of Official Military Orders
- Other _____.

Financial Preparation

- Create a spending plan for the deployment.
- Start allotments or set up online banking to pay bills.
- Set up allotment for child support payments.
- Note periodic expenses such as taxes, tuition, or insurance.
- Arrange an extension for filing taxes if due during deployment (www.irs.gov).
- Review existing accounts.
- If your family has a safe deposit box, make sure at-home family member has access to it.
- Review MyPay account and provide access (<https://mypay.dfas.mil/mypay.aspx>).
- Determine who will use which credit cards.
- Review credit card balances.
- Gather information about other assets such as bonds, mutual funds, CDs etc., and maturation dates.
- Include money in your budget for emergencies, phone calls, gifts, and souvenirs for your children.
- Other _____.

Medical/Dental

- Ensure TRICARE enrollment at (800) 538-9552.
- Ensure vaccinations are current
- Check with all family health providers for acceptance of TRICARE insurance.
- Contact TRICARE if family plans to travel/relocate during deployment to ensure coverage.
- If children are to be born during deployment, either a general or special power of attorney is required to enroll the child in DEERS.
- Ensure enrollment for dental is confirmed.



Vehicles

- Ensure maintenance is update.
- Update insurance and registration. Ensure safety stickers on your car are current.
- Other _____.

Things to Remember

- Make sure you know your Marine's Social Security number.
- Register to vote and request absentee ballot.
- Ensure spouse or family member knows the location of important papers and have access to them.
- Provide your older child with tools needed to stay in touch with you such as stationary, pens, markers,, self-addressed envelopes, etc.
- Ask if your child's school sponsors a discussion group or other program for children of deployed military parents.
- Create a photo album for you and each of your children doing things together.
- Read and record your child's favorite book(s) on audio or video tape.
- Leave a personal item of yours for each of your children to keep until your return.
- Avoid putting added responsibilities on your child by not saying things like, "You're the man of the house," or, "Take care of your little brother."
- Other _____.

Emergency Plans

- Discuss emergency communication with family.
- Give DRC's contact information to family.
- Provide Red Cross contact information to family and information needed to locate you.
- Develop emergency evacuation plan with stay behind spouse.
- Other _____.

- Other _____.

Elder Care (if applicable)

- Ensure arrangements are made for the care of your elderly loved one.
- Make financial arrangements for your elderly loved one.
- Other _____.

Communication

- Provide Deployment Readiness Coordinator, unit toll-free number and unit website to family and friends.
- Provide complete official mailing address to family and friends.
- Gather phone numbers, addresses, and email addresses of family and friends.
- Make arrangements for birthdays and special occasions.
- Discuss expectations for keeping in touch with friends and family.
- Buy stamps, phone cards, camera batteries, etc.
- Inform your child's school or day care teacher of your deployment
- Tell your child about the deployment.
- Other _____.

Outstanding Legal Matters

- Make arrangements to address any outstanding traffic violations, tickets or fines.
- Ensure custody disputes have been finalized or have an agent working on your behalf.
- Ensure all matters regarding a pending divorce have been resolved or arrangements are made to finalize upon Marine's return.
- Other _____.



Personal Preparation and Packing List

While you will receive an “official” packing list from your S-3 office, the following is a list provided by Marines, for Marines of items that are nice to have on deployment. This checklist is by no means all-inclusive, and some items may not pertain to your deployment.

Toiletries

- Anti-bacterial hand wipes
- Hand cream
- Foot powder
- Lip balm
- Deodorant or antiperspirant
- Lubricant eye drops
- Sunscreen
- Nail files, scissors, clippers, tweezers
- Mosquito/fly/sand flea repellent
- Band-aids
- Anti-fog treatment for sunglasses
- Hair clippers
- 90-day supply of medications
- Baby wipes (unscented)
- Baby powder (helps with heat rash)
- Small camping mirror
- Purchase comfort items, such as favorite shampoo, soap, contact lenses, etc.
- Other _____.

Clothing Items.

- Closed-toed or high-soled shower shoes
- Sock liners
- Running shoes
- Extra socks, underwear, and undershirts
- Set of civilian clothes
- Other _____.

Miscellaneous

- Enroll in education courses
- Sewing kit (zip-up kind)
- Mesh shower bag
- Travel pillow and fleece blanket
- Self-inflating air mattress (should not exceed the width of a cot by very much)
- Reading materials
- Word games and/or puzzles
- Games (Frisbee, playing cards, dominos)
- Other _____.

Electronics and Communications

- Digital or disposable camera
- Flash drive or USB memory stick for personal computers.
- International converter
- Phone cards
- Batteries
- Computer and/or handheld
- Laptop computer
- Head light with white and red light
- Small flashlight
- Alarm clock
- Writing materials
- Portable electric device (iPod, iPad, etc.)
- Other _____.

Kitchen/Food Items

- Hot pot
- Mug with sealable top
- Powdered drink packets
- Nutritional supplements
- Other _____.

Reminders of Home:

- Child’s art projects or schoolwork
- Small scrapbook with mementos of home
- CD with family’s favorite songs
- Family photos.
- Other _____.



Financial Accounts Information

Please complete this form and keep it in a safe location.

Checking

Financial Institution _____
Account # _____ Telephone _____
Web site _____
PIN/Username _____ Password _____

Savings

Financial Institution _____
Account # _____ Telephone _____
Web site _____
PIN/Username _____ Password _____

Other Assets (bonds, mutual funds, CDs, etc.)

Web site(s) _____
Username/PIN _____ Password _____
Account #(s) _____
Maturation dates/etc. _____

Web site(s) _____
Username/PIN _____ Password _____
Account #(s) _____
Maturation dates/etc. _____

Credit Cards

Name/Financial Institution _____
Account # _____ Telephone _____
Website _____
PIN/Username _____ Password _____

Name/Financial Institution _____
Account # _____ Telephone _____
Website _____
PIN/Username _____ Password _____

Name/Financial Institution _____
Account # _____ Telephone _____
Website _____
PIN/Username _____ Password _____



Vehicle Information

Vehicle 1

Make and model _____ Year _____

VIN _____

Keys located _____

State of registration _____ License plates renewal due _____

Base inspection sticker due _____ Local inspection sticker due _____

Registration/title location _____

Finance company _____ Phone _____

Monthly payment _____ Due date _____

Insurer _____ Agent's name _____

Phone _____

Deductible: _____ Amount/Due Date _____

Oil type/change due _____

Mechanic name _____ Phone _____

Vehicle 2

Make and model _____ Year _____

VIN _____

Keys located _____

State of registration _____ License plates renewal due _____

Base inspection sticker due _____ Local inspection sticker due _____

Registration/title location _____

Finance company _____ Phone _____

Monthly payment _____ Due date _____

Insurer _____ Agent's name _____

Phone _____

Deductible: _____ Amount/Due Date _____

Oil type/change due _____

Mechanic name _____ Phone _____



Helpful Telephone Numbers

Deployment Readiness Coordinator _____

Police _____

Fire department _____

Nearest emergency medical facility _____

Poison Control _____

American Red Cross _____

Navy-Marine Corps Relief Society _____

Veterinarian _____

Pediatrician _____

Primary care physician _____

Electric company _____

Appliance repair _____

Heating/air-conditioning repair _____

Base Housing (if applicable) _____

Childcare provider (if applicable) _____

Pet Information Card

Name of veterinarian _____

Phone _____ Address _____

Pet Name _____ Breed _____

Due date for flea/tick/heartworm prevention _____ Due date for annual exam _____

Other (food, meds, etc.) _____

Pet Name _____ Breed _____

Due date for flea/tick/heartworm prevention _____ Due date for annual exam _____

Other (food, meds, etc.) _____

Pet Name _____ Breed _____

Due date for flea/tick/heartworm prevention _____ Due date for annual exam _____

Other (food, meds, etc.) _____

Pet Name _____ Breed _____

Due date for flea/tick/heartworm prevention _____ Due date for annual exam _____

Other (food, meds, etc.) _____



Emergency Contact Card

Place a copy of this card in your wallet (fold at line), glove box, at work, and at home in case of emergency.

Name:	Marine's Rank/Name:
Home Phone:	Marine's Unit:
Work Phone:	Marine's Work Phone:
Home Address:	Marine's Cell Phone:
Local Emergency Contact Information:	
Name:	
Phone:	
Cell:	
Allergies:	

Child information:

Name	Age	Allergies	Special Needs	School/Day Care

Local emergency care provider with power of attorney

Name: _____ Phone: _____ Cell: _____

Local emergency care provider with power of attorney

Name: _____ Phone: _____ Cell: _____



Deployment Spending Plan

Monthly Income

Base Pay
 Basic Allowance for Housing
 Overseas Housing Allowance (OHA)
 Basic Allowance for Subsistence (BAS)
 Family Separation Allowance (FSA)
 Hazardous Duty Pay
 Taxable COLA
 Other (tax exempt/allowance e.g. COLA/FSSA)
 Marine's other earnings (less taxes)
 Spouse's earnings (less taxes)
 Total monthly income

Note: Pay Entitlements are taxable. Allowance Entitlements are non-taxable.

Deductions

ALLOTMENT (For/ends? _____)
 ALLOTMENT (For/ends? _____)
 ALLOTMENT (For/ends? _____)
 Meal collection deduction
 Family SGLI (for spouses)
 Service members' Group Life Insurance (SGLI)
 Uniform Services Thrift Savings Plan
 Montgomery GI Bill
 FITW Filing
 FICA (Social Security)
 FICA (Medicare)
 State income tax
 AFRH (Armed Forces Retirement Home)
 TRICARE Dental Plan (TDP)

Total monthly deductions

Monthly Expenses (Not including items deducted from pay)

Household

Mortgage/rent
 Taxes/fees
 Maintenance/repairs
 Homeowner association

Food

Groceries
 Lunches (school and work)
 Vending machines
 Dining out

Vehicles

Loan(s)
 Gasoline
 Maintenance/repairs
 Vehicle taxes
 Registration

Insurance

Life
 Homeowners
 Vehicle
 Renters

Utilities

Telephone (landline)
 Cell phone/phone cards/pagers
 Electricity
 Internet services
 Natural gas/propane
 Water/garbage/sewer
 Cable/satellite TV

Child Care

Day care
 Sitters

Education

Tuition
 Fees
 Child's school fees
 Books

Personal Expenses

Clothing
 Hair care
 Nail care
 Eye care
 Laundry
 Dry cleaning
 Seasonal clothes

Leisure

Gym memberships
 Books/magazines
 Computer products (soft/hardware)
 Lessons
 Toys and games
 Travel/lodging
 Athletic events/sporting goods
 Concerts
 Alcohol
 Tobacco
 Movies
 Movie rentals

Contributions

Religious
 Club membership dues

Gifts

Birthdays
 Anniversaries
 Holidays
 Other

Pet Care

Veterinary
 Flea/tick/heartworm
 Boarding
 Training
 Food
 Toys

Savings

IRAs
 TSP
 Investments
 Emergency fund
 Pension plan
 College savings plan for dependents
 401(k)

Other

Toiletries
 DVD/ video games/CDs

Total monthly expenses



Tips for Helping Children during Deployments

	What to Expect	Ways to Help
Infants and Toddlers	<ul style="list-style-type: none"> • They may seem fussier, clingy, may eat less and have trouble sleeping 	<ul style="list-style-type: none"> • Record video/audio-taped stories • Post pictures of deployed parent on the refrigerator, tabletops, etc. • United Through Reading • Maintain routine • At home caregiver must take care of themselves to be better able to care for children
Preschoolers	<ul style="list-style-type: none"> • May feel their behavior caused their parent to leave • May become more fearful/irritable • May regress in potty training/thumb sucking/etc. • May have trouble sleeping 	<ul style="list-style-type: none"> • Marine parent record video/audio-taped stories • Create a waterproof photo album or picture book of deployed parent and child doing things together • Provide extra hugs and cuddles • Maintain routine • Move your child back to their bed a few weeks before their parent's expected return.
School-age	<ul style="list-style-type: none"> • May see a decline in school performance • More irritable or moody • May worry about deployed parent's safety 	<ul style="list-style-type: none"> • Have a family discussion before deployment • Involve teachers, church, neighbors • Communicate regularly • Reassure about safety training, drills, and equipment • Schedule fun activities • Help child compile care packages to send to deployed parent • Limit viewing of TV news about war
Teens	<ul style="list-style-type: none"> • May be ambivalent • May be moody or withdrawn • May test rules • May excel or do poorly in school 	<ul style="list-style-type: none"> • Communicate regularly • Do not expect teen to take on deployed parent's household responsibilities • Maintain rules, curfews and discipline as much as possible • Have a family discussion before deployment • Involve teachers, church, neighbors • Continue with extracurricular activities

Additional Tips

- Request a mentor for your child through the national Big Brothers/Big Sisters program, church, extended family member, or another Marine who is a friend of the family and is not deploying.
- Ask if your child's school sponsors a discussion group or other program for children of deployed military parents.

Leave a personal item of yours for each of your children to keep until your return.