

# DEPLOYMENT CHECKLIST FOR SPOUSES

[We strongly recommend that you write down those answers you have to get from your spouse.]

| Yes | No | N/A | <b><u>GENERAL</u></b>  |
|-----|----|-----|--|
|     |    |     | Do I know my sponsor's unit designation?<br>Unit: _____  |
|     |    |     | Do I know how to contact my sponsor's commander or First Sergeant?<br>CDR: _____ 1SG: _____  |
|     |    |     | Do I know the phone number and location of the Family Assistance Center or Family Support Group? Name: _____ Phone: _____  |
|     |    |     | Do I know how to reach my sponsor's deployment location by mail and phone (if available)?<br>Address: _____<br>Phone: _____<br>_____<br>_____  |
|     |    |     | <b><u>MEDICAL</u></b>  |
|     |    |     | Are immunizations for all family members up to date?   |
|     |    |     | Do I know where the immunization records are kept?   |
|     |    |     | Do I know where my health and dental records are kept?   |
|     |    |     | Do I know where my children's health and dental records are kept?  |
|     |    |     | Do I know how to contact the right medical assistance, if needed?<br>Phone _____   |
|     |    |     | Do I know a reliable baby-sitter for emergencies?  |
|     |    |     | Are my children registered with the Child Development Center?  |
|     |    |     | <b><u>FINANCE</u></b>  |
|     |    |     | Will I have money (allotment or direct deposit) immediately available on a continuing basis during my spouses absence?   |
|     |    |     | Will the allotment or direct deposit provide me enough money to buy all the necessities needed to maintain a household?  |
|     |    |     | If we were planning on leaving the area, but not on an official permanent change of station, have we been saving money for the move knowing that none of the relief agencies (American Red Cross nor Army Emergency Relief) are authorized to lend money for this purpose? |
|     |    |     | Do I know the types of accounts that we have?  |
|     |    |     | Do I know the location of the bank (checking, savings) books?  |
|     |    |     | Do I have a copy of my sponsor's current LES?  |
|     |    |     | Do I have a Power of Attorney to get my sponsor's LES and do I know how to read it?  |
|     |    |     | Are all of our credit cards accounted for? Are numbers logged and kept in a safe place? Do I know the address to notify for each in case of any loss?  |
|     |    |     | Am I prepared to take complete control over our checking accounts and know the balance at all times? (The Army Community Service gives classes in financial management.)   |
|     |    |     | Do I know that my sponsor is the only one who can change the address that our SUREPAY is going to?   |
|     |    |     | Do I have a DD Form 1337 (Authorization/Designation for Emergency Pay and Allowance) from my sponsor?  |

| Yes | No | N/A |  |
|-----|----|-----|--|
|     |    |     | Do I know who the rear detachment commander or 1SG are in case I need to make pay inquiries at Finance, make administrative changes to my local mailing address, or start or stop his/her entitlement to BAQ when he/she is unavailable?<br>Rear Det CDR: _____ Reat Det 1SG _____ |
|     |    |     | Do I know to whom monthly payments must be made and where and when to send the payment:  |
|     |    |     | House/Rent:  |
|     |    |     | Telephone:   |
|     |    |     | Water:   |
|     |    |     | Electric/Gas:  |
|     |    |     | Trash Collection:  |
|     |    |     | Insurance (life, property, auto, etc.):  |
|     |    |     | Credit debts (credit cards, regular payments, etc.):   |
|     |    |     | Other Debts (list) _____<br>_____<br>_____   |
|     |    |     | <b>AUTOMOBILE/TRANSPORTATION</b>   |
|     |    |     | Do I know how to drive our car? Do I need to get a driver's license?   |
|     |    |     | Do I know the procedure for getting a license?   |
|     |    |     | Do I know the name and address of the company holding the lean on the car?   |
|     |    |     | Do I know how to register the car?   |
|     |    |     | Is my car registered and inspected for the duration of the deployment? If not, do I know how to ensure that it is registered for the duration of the deployment?<br>Date of Expiration: _____  |
|     |    |     | Do I have the car's:   |
|     |    |     | Title or know its location?  |
|     |    |     | Registration (all necessary copies)?   |
|     |    |     | Insurance policy? When does it need renewed? Date: _____   |
|     |    |     | Am I insured to drive?   |
|     |    |     | Do I know when my license expires and how to renew it?<br>Date of Expiration: _____  |
|     |    |     | Is our automobile in good operating condition and do I know where to go for repairs?   |
|     |    |     | Do I have a duplicate set of all keys?   |
|     |    |     | Can I make emergency repairs if the situation arises (overheating, flat tire, dead battery, etc.)?   |
|     |    |     | If I don't have a car, have I made other arrangements for rides?   |
|     |    |     | <b>ECONOMY HOUSING</b>   |
|     |    |     | Do I know how to contact my landlord?<br>Name: _____ Phone: _____  |
|     |    |     | Do I know the location and use of the following:   |
|     |    |     | Electrical control box (fuse/circuit breakers) and how to replace fuses if necessary?  |
|     |    |     | Water control valves (for shutting off) in case of emergencies (broken pipes, leaking pipes, etc.)   |

| Yes | No | N/A |  |
|-----|----|-----|--|
|     |    |     | Gas control valves (for shutting off) in case of emergencies (leaking gas, fire, etc.)   |
|     |    |     | Do I have the following:   |
|     |    |     | Name and phone number of electrician, plumber, etc., to notify in case repairs are needed?<br>Electrician Name: _____ Phone: _____<br>Plumber Name: _____ Phone: _____<br>(other) _____ Name: _____ Phone: _____   |
|     |    |     | Name and phone number of a German-speaking contact who can make phone calls if necessary? Name: _____ Phone: _____   |
|     |    |     | A duplicate set of all keys for the house?   |
|     |    |     | Do I know local emergency phone numbers?<br>Fire: _____ Police: _____ Ambulance: _____   |
|     |    |     | <b><u>GOVERNMENT HOUSING</u></b>   |
|     |    |     | Do I know the emergency repair phone numbers for the Housing Office (DEH)?<br>Phone: _____   |
|     |    |     | Do I know when and where the "Self-Help" classes are offered and where the "Self-Help" shop/supply center is located?  |
|     |    |     | Do I know who my stairwell/building coordinator is and how to contact him/her? What are my responsibilities when my spouse is not there?<br>Name: _____ Apt #: _____ Phone: _____  |
|     |    |     | Do I know "lock-out" procedures? Do I have a duplicate set of all keys for the quarters?   |
|     |    |     | If we are on the list for government housing, has my sponsor provided the Housing Office with a telephone number where I may be contacted should quarters become available during his/her absence?   |
|     |    |     | Do I need a Special Power of Attorney so I can sign up for, or clear government housing while my sponsor is away?  |
|     |    |     | <b><u>LEGAL/ADMINISTRATIVE</u></b>   |
|     |    |     | Are my family's ID cards up to date and valid until after our sponsor's return? Are ration cards current?  |
|     |    |     | Do I know where and how to obtain new ID cards?  |
|     |    |     | Has my sponsor executed any necessary Powers of Attorney so I can take action on important family matters during his/her absence?  |
|     |    |     | Do I know where any necessary Powers of Attorney are kept?   |
|     |    |     | Do I have copies of our federal and state tax records?   |
|     |    |     | Do my sponsor and I have up-to-date wills? Do I know where they are?   |
|     |    |     | Do my sponsor and I both have adequate life insurance coverage?  |
|     |    |     | Do I need a Special Power of Attorney for medical purposes for my stepchildren?  |
|     |    |     | Do I need a Special Power of Attorney for school and other activities (e.g. Girl Scouts) for my stepchildren?  |
|     |    |     | Are our passports still valid? Do I know how to renew our passports?   |
|     |    |     | <b><u>DOCUMENT FILE</u></b>  |
|     |    |     | It is vital for the military family to have copies of important documents and other valuable information in a safe file. It is equally important that the husband and wife jointly organize this file in order that each knows how and where to find the |

| Yes | No | N/A | documents when they are needed. At a minimum, the following documents should be included   |
|-----|----|-----|--|
|     |    |     | Marriage certificate   |
|     |    |     | Birth certificates for all family members  |
|     |    |     | Citizenship papers   |
|     |    |     | Adoption papers  |
|     |    |     | Passports with any required visas  |
|     |    |     | List of social security numbers for family members   |
|     |    |     | Shot records for all family members (including pets)   |
|     |    |     | Powers of Attorney   |
|     |    |     | Insurance policies, both government and civilian, with a list of companies, policy numbers, types of insurance coverage, addresses and phone numbers of agents or companies.                                     |
|     |    |     | Automobile titles and registrations  |
|     |    |     | List of all immediate family members with addresses and phone numbers<br>Name/Phone/Address: _____<br>—<br>_____<br>—<br>Name/Phone/Address: _____<br>—<br>_____<br>—<br>Name/Phone/Address: _____<br>—<br>_____ |
|     |    |     | List of emergency “next-of-kin” contacts<br>Name/Phone/Address: _____<br>—<br>_____<br>—<br>Name/Phone/Address: _____<br>—<br>_____  |
|     |    |     | List of all credit cards and account numbers   |
|     |    |     | List of all stocks and bonds and where certificates are located  |
|     |    |     | Court orders relating to divorce, child support, child custody, etc.   |
|     |    |     | Real estate documents, e.g. leases, deeds, mortgages, promissory notes   |
|     |    |     | Copies of any installment contracts (car/furniture/DPP payments, etc.)   |
|     |    |     | Non-Combatant Evacuation (NEO) Kit, and up-to-date NEO information   |

**NOTES**

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