

## PLAN, PREPARE, DEPLOY...RETURN

### Communications:

- o Did you leave a copy of your orders and deployed address with your loved one?
- o Have you discussed communication frequency and forms available?
- o Do your loved ones know emergency notification procedures?
- o Who is the squadron point of contact?
- o Do they know your Social Security Number and unit of assignment?
- o Do they have the Red Cross Phone # (1-877-272-7337)
- o Who is handling your mail? Will it be held or forwarded?
- o Is your phone service on and if so who has access? Same for Internet service.

### Finances:

- o Do you have a BUDGET?
- o What arrangements have you made for paying your bills? Who knows about them? Rent, electric, cable, gas and insurance
- o Do you have an address book listing your creditors addresses and phone numbers?
- o Did you include account numbers and balances in the above book?
- o Have you used allotments to pay major expenses?
- o What are the changes in your pay going to impact?
- o Have you considered on-line banking?

### Vehicle concerns:

- o Who will look after your wheels? Where will you park your vehicle?
- o Can you get reduced insurance while you are away? (Each company is different)
- o Is your registration current? How about your tags?

### Important documents:

- o Have you listed important documents and their location and provided this information to a trusted family member? Perhaps a safe deposit box? Access?
- o Do you have a letter of instruction (not to be confused with a will)?
- o Where is the car title and important property documentation?

**ADDITIONAL RESOURCE:** The Air Force now provides a superb facet of an employee assistance program for active duty, Guard / Reserve members and their families regardless of where you live. It's called Military One Source. This benefit provides information, referral and follow-up for life's journeys and challenges. Military One Source has got your back when information is required on life's topics from finances to raising a child as a single parent and anything in between. It's **FREE** and available **24/7**.

Either dial in or log on to get connected to Master's level counselors waiting to assist you in problem solving and references. Contact Military One Source in the United States at 1-800-707-5784, outside the US call 800-7075-7844. E-mails should be directed to [www.militaryonesource.com](http://www.militaryonesource.com)

**This list is not totally inclusive; however it's designed to have the member reflect on the importance of preplanning for deployment contingencies. Are you really ready? For additional information and recommendations please contact Heidi Bearden (817)852-3558 or e-mail at [heidi.bearden@txcars.af.mil](mailto:heidi.bearden@txcars.af.mil)**