

Family Member Pre-Deployment Checklist

This checklist is taken from Judge Advocate General's School, United States Army (TJAGSA), Judge Advocate (JA) 272, Legal Assistance Deployment Guide, pp-3-40 to 3-43, Nov 93.

MEDICAL

- 1 Are all immunizations for myself and my family up to date?
- 2 Do I know where my medical and dental records are kept?
- 3 Do I know where these records for my family are kept?
- 4 Do I know how to get medical assistance if it is needed?
- 5 Do I have one or more reliable sitters for absences or emergencies?

FINANCE

1. Will I have my money available to me on a continuing basis during my sponsor's absence?
2. Has my sponsor initiated an allotment to be sent to me or directly to my bank on a regular, i.e., monthly basis?
3. Will the allotment provide me with enough money to buy all the necessities needed to maintain the household?
4. If we are planning to leave the installation area, have we been saving for the move?
5. Do I know the address of banks where we have money?
6. Do I know the account numbers and types of accounts that we have?
7. Do I know the location of the bank books - checking and savings?
8. Do we have a safe deposit box? Do I know where the key is?
9. Do I know where each of our credit cards is? Are their numbers logged and kept in a safe place? Do I know the company address for each so I can notify them immediately of any loss?
10. Am I prepared to take complete control over our checking accounts, know the balance at all times, and never write checks unless I am certain of sufficient funds in the account?
11. Do I know how to change the address to which an allotment is mailed? (Contact the Department of Military Affairs, Illinois, Property and Fiscal Office, Comptroller (DMAIL-PFO-COMP), at (217) 761-3550)
12. Do I know all payments that must be made - to whom (account numbers, addresses, phone numbers) and when for the following:
 - Mortgage/rent
 - Telephone
 - Water
 - Electricity
 - trash collection
 - Insurance (life, property, auto, etc.)
 - taxes
 - gas/fuel
 - Credit cards • other debts.
13. Do I know whom to contact if my allotment check does not arrive?
 - Give the check 3-4 days after normal arrival time; then contact DMAIL-PFOCOMP, (217) 761-3550.

AUTOMOBILE/TRANSPORATION

1. If the vehicle is financed, do I know the name and address of the loan company?
2. Do I have the title and know of its location?
3. Do I have the vehicle's registration?
4. Do I have the vehicle's insurance policy?
5. Do I know of the renewal date for the license plate?
6. Do I know when to renew the inspection sticker?
7. Am I insured to drive?
8. Do I have a valid car or truck state driver's license? When does it expire?
9. Is our car or truck in good operating condition and do I know where to go for repairs?
10. Do I have a duplicate set of all keys?
11. Can I make emergency repairs on the car if the situation arises (such as overheating, flat tire, dead battery)?
12. If I am not licensed to drive, have I made arrangements to have transportation available?

LEGAL/ADMINISTRATIVE

1. Are my family's identification cards up-to-date and valid until after the sponsor's return?
2. Do I know where and how to obtain new identification cards?
3. Has my sponsor executed a Special Power of Attorney so I can take necessary action on important family matters during her or his absence?
4. Has my sponsor executed a Special Power of Attorney so that I can cash her or his monthly check (if the check will continue to be sent to my address)?
5. Do I know where the General/Special Powers of Attorney are kept?
6. Do I have birth certificates for myself and my family?
7. Do I have a copy of my marriage certificate?
8. Do I have copies of any adoption papers? Do I know where they are kept?
9. Do I have a Social Security card?
10. Do I have copies of our federal and state income tax returns?
11. Do I know where our insurance policies are kept?
12. Do I know where stocks, bonds, or other securities that we own are kept?
13. Do I know where any deeds are kept?
14. Have I safeguarded all of our important papers?
15. Do my sponsor and I have up-to-date wills? Do I know where the originals are kept?

IMPORTANT DOCUMENT FILE

It is very important for the military family to keep important documents and other valuable information in a safe place. It is equally important that the husband and wife jointly organize this file so that each knows how and where to find the documents when they are needed.

Your sponsor should have most of this information. **PLEASE SIT DOWN WITH HER OR HIM AND GATHER THIS INFORMATION AND THESE DOCUMENTS. THE HOUR YOU SPEND GOING OVER THIS WILL SAVE YOU TIME LATER ON. KEEP THE FOLLOWING DOCUMENTS IN A SAFE PLACE FROM WHICH YOU CAN RETRIEVE THEM.**

At a minimum the following documents should be included:

1. Marriage certificate.
2. Birth certificates for all family members.
3. Citizenship papers, if any.
4. Adoption papers, if any.
5. Passports, if any.
6. List of Social Security Numbers of family members.
7. Shot records (up-to-date) of all family members.
8. Powers of Attorney, if any.
9. Wills
10. 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).
11. Vehicles titles, if any.
12. List of all members of immediate family with current addresses and phone numbers.
13. List of all bonds and stocks where certificates are located.
14. Court orders relating to divorce, child support, custody, alimony or property division, if any.
15. Real estate documents - leases, deeds, mortgages, promissory notes, closing papers.
16. Copies of any sales or installment contract and finance agreements.
17. List of bank accounts with types of accounts and account numbers.
18. Armed Forces identification cards of all family member 10 years of age or older.
19. Nine (9) copies of your spouse's TDY/PCS/activation orders