



# FAMILY DEPLOYMENT CHECKLIST

Page 1 of 5

Although extended deployments are never easy on the family, the hardships need not be increased by Failure to plan ahead. A carefully prepared and executed pre-deployment checklist can save you and your family from giant headaches in the future. It is very important for you, as a military family, to have certain documents in your possession. Military spouses are often required to take over the family during the sponsor's absence; therefore, it is important that both of you sit down together to gather information and documents named in this checklist. You are encouraged to keep originals or copies of all listed documents **in a special container (safety deposit box) in a location you can find immediately and is known to both you and the sponsor.**

- \_\_\_\_\_ Soldiers Orders
- \_\_\_\_\_ Marriage Certificate
- \_\_\_\_\_ Birth Certificates of all family members:
- \_\_\_\_\_ Wife
- \_\_\_\_\_ Husband
- \_\_\_\_\_ Children \_\_\_\_\_
- \_\_\_\_\_ Divorce Papers
- \_\_\_\_\_ Death Certificates
- \_\_\_\_\_ **VALID PASSPORTS**
- \_\_\_\_\_ Medical (Shot) and Dental Records of all family members (including pets)
- \_\_\_\_\_ Citizenship/Naturalization papers
- \_\_\_\_\_ Adoption Papers
- \_\_\_\_\_ Insurance policies (Note: Company, Policy # and Amount of Payment)
- \_\_\_\_\_ Real Estate Documents (leases, mortgages, deeds, or promissory notes)
- \_\_\_\_\_ Copies of installment contracts and loan papers
- \_\_\_\_\_ Current list of immediate next of kin, personal lawyer, trusted friend (include phone # and address)
- \_\_\_\_\_ Car title (registration should be in car)
- \_\_\_\_\_ Last LES (Leave Earning Statement)
- \_\_\_\_\_ Social Security Number of each family member
- \_\_\_\_\_ Current address and telephone numbers of immediate family members

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT INFORMATION: [Frg508mp@gmail.com](mailto:Frg508mp@gmail.com)  
**Joe Fiorito/Leader**  
973 839 4304 Home 201 396 2726 cell

March 2012



# FAMILY DEPLOYMENT CHECKLIST

Page 2 of 5

## The Following Should be Completed Prior to Deployment

- \_\_\_\_\_ Next of kin informed of rights, benefits, assistance available
- \_\_\_\_\_ Family budget and business arranged ( See Financial Section for Budget Worksheet)
- \_\_\_\_\_ Emergency Data Card updated in Military Personnel Record
- \_\_\_\_\_ Joint checking/savings account arranged (List-all account numbers)
- \_\_\_\_\_ Parents informed of how to make contact in case of emergency
- \_\_\_\_\_ Armed Forces ID Cards (Renew if ID Card expires within next 3 months. Rear Detachment Commander can sign for ID Replacement after soldier deploys)
- \_\_\_\_\_ Emergency services explained and located:
  - \_\_\_\_\_ Red Cross/ Army Emergency Relief (AER)
  - \_\_\_\_\_ Army Community Service (ACS)
  - \_\_\_\_\_ Legal Assistance Office
  - \_\_\_\_\_ Security check on house
  - \_\_\_\_\_ Problems with cars, household, and appliances identified and resolved
  - \_\_\_\_\_ Power of attorney

**GENERAL:** Allows holder to act in all matters on sponsor's behalf

**SPECIAL:** Allows holder to act on sponsor's behalf in special transactions.

**MEDICAL:** Authorizes holder to obtain medical care for family members under 18 years of age.

- \_\_\_\_\_ Wills for both spouses
- \_\_\_\_\_ Orders
- \_\_\_\_\_ Copy of Emergency Data Card
- \_\_\_\_\_ List of all credit cards and account numbers
- \_\_\_\_\_ AAFES Deferred Payment Plan (DPP), (to use, spouse must be listed as an authorized user or hold sponsor's General Power of Attorney).
- \_\_\_\_\_ Federal and State Income Tax Returns (last 5 years)

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT INFORMATION: [Frg508mp@gmail.com](mailto:Frg508mp@gmail.com)  
**Joe Fiorito/Leader**  
973 839 4304 Home 201 396 2726 cell

March 2012



# FAMILY DEPLOYMENT CHECKLIST

Page 3 of 5

## HOUSE CARE CHECKLIST

Take a 10 minute walk through your house. Carry this checklist to help you truly see your home. The idea behind this walk is to look for fire hazards. You don't have any? Are you sure? Perhaps this list will change your mind.

### KITCHEN: YES/NO

- Are curtains, dish towels, or paper items kept away from stove? \_\_\_\_\_
- Is stove's exhaust hood and ductwork clean of grease? \_\_\_\_\_
- Do you have a working fire extinguisher close at hand? \_\_\_\_\_

### LIVING ROOM. DINING ROOM. BEDROOMS:

- Is fireplace spark screen always closed? \_\_\_\_\_
- Is electrical wiring/circuits/outlets adequate to handle load? \_\_\_\_\_
- Is there sufficient space for air circulation around TV/stereo? \_\_\_\_\_
- Are ashtrays available in home occupied by smokers? \_\_\_\_\_
- Are matches and lighters out of reach of children? \_\_\_\_\_

### ATTIC, CLOSETS. STORAGE ROOM:

- Do you keep oily cleaning rags in tight metal containers? \_\_\_\_\_
- Are you using only nonflammable cleaning fluids? \_\_\_\_\_
- Do you avoid accumulations of paper and combustible materials? \_\_\_\_\_

### WORKSHOP:

- Are combustible materials kept away from heat sources? \_\_\_\_\_
- Are paint thinners, paints, and solvents kept in their original containers for identification purposes? \_\_\_\_\_
- Are the furnace, heaters, vents and chimneys inspected and serviced regularly? \_\_\_\_\_
- Are fuses of the proper size for the circuits they protect? \_\_\_\_\_
- Are the dryer lint trap and vent kept clean? \_\_\_\_\_

### GARAGE AND GROUNDS:

- Is gasoline for the mower stored in a safety can? \_\_\_\_\_
- Have you removed accumulations of trash and paper? \_\_\_\_\_
- Are oil-soaked rags in tight metal containers to prevent combustion? \_\_\_\_\_
- Do you use commercial starter fuels (not gasoline) for barbecue fires and are barbecue mitts ember-proof? \_\_\_\_\_
- Are there dry leaves under porches or wooden stairs, in window sills, or anywhere else close to the house? \_\_\_\_\_

NOTES: \_\_\_\_\_

---

CONTACT INFORMATION: [Frg508mp@gmail.com](mailto:Frg508mp@gmail.com)  
**Joe Fiorito/Leader**  
973 839 4304 Home 201 396 2726 cell

March 2012



# FAMILY DEPLOYMENT CHECKLIST

Page 4 of 5

## SELF CHECK:

- Do you know where the electrical box (fuse/circuit box) is and how to Replace fuses?  
\_\_\_\_\_
- Do you know the location and procedure of shutting off water/gas Master Control values in case of broken or leaking pipes? \_\_\_\_\_
- Do you inspect electrical cords frequently and keep them in good condition? \_\_\_\_\_
- Do you use extension cords only for temporary convenience? never as permanent wiring? \_\_\_\_\_

## YES/NO

- Does everyone in the family know how to call the fire department or dial the operator?  
\_\_\_\_\_
- Does each telephone have the fire, police, and ambulance numbers close to it?  
\_\_\_\_\_
- Does your family have a fire escape plan and has your family drilled with it? \_\_\_\_\_
- Do you make sure your children are not left unattended and instruct baby sitters about emergency procedures? \_\_\_\_\_

**NOW IT IS TIME TO ADD UP YOUR ANSWERS.** To how many of the questions did you answer "NO" to - one or two? Your home is pretty fire safe. But remember, just one can cause a tragedy! If you had 5 or 6, you are risking the safety of your family. If you have more than 6, you are asking for trouble.

## Take action NOW!

### SMOKE DETECTORS

Buy a battery-operated smoke detector. It is one of the best and most inexpensive forms of fire insurance. It will not prevent a fire from starting, but it may save your life! Be sure to check the smoke detector on a regular basis.

### HOME TOOL KIT

- \_\_\_\_\_ Flashlight and extra batteries \_\_\_\_\_ Hammer
- \_\_\_\_\_ Assorted Nails, screws and tacks \_\_\_\_\_ Screwdrivers
- \_\_\_\_\_ Masking Tape \_\_\_\_\_ Scissors and/or knife
- \_\_\_\_\_ Pliers \_\_\_\_\_ Wrench
- \_\_\_\_\_ Furnace Filters \_\_\_\_\_ Extra light bulbs

CONTACT INFORMATION: [Frg508mp@gmail.com](mailto:Frg508mp@gmail.com)

March 2012

**Joe Fiorito/Leader**

973 839 4304 Home 201 396 2726 cell



# FAMILY DEPLOYMENT CHECKLIST

Page 5 of 5

## FINANCIAL

\_\_\_\_\_ Who will have the checkbook and who will have the cash card? Plan on paying bills timely.

\_\_\_\_\_ What types of accounts does the family have with what banks? Do the current accounts allow family members access to funds?

\_\_\_\_\_ Where are the bank books and account numbers?

\_\_\_\_\_ Are all the credit card numbers written down and in a safe place? Are the numbers and company addresses recorded in case of loss or theft?

\_\_\_\_\_ Are you knowledgeable about check writing? How will you determine if there are insufficient funds and what is your plan in case this happens?

\_\_\_\_\_ If allotments or check to the bank are delayed who can you contact?

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_