

Pre-Deployment Checklist For Single Soldiers

Yes	No	N/A	
GENERAL			
			Do your family members know what unit you are in, and do they have phone numbers to contact the Rear Detachment CDR/ISG?
			Have you given the FRG permission to contact your family members while you are deployed, and does your unit have a Facebook page so that your families may be included?
			Have you provided a downrange mailing address to your family?
			Have you discussed your Service Member's Group Life Insurance (SGLI) with your Spouse?
			Have you discussed the Declaration of Beneficiaries, etc, as stated on your DD93?
			Have you discussed your wishes should something happen to you downrange? Is this written on your DD93?
			Who have you allotted as the PADD on your DD 93, and are they aware of their responsibilities?
			Does your family members know how to initiate a Red Cross Emergency Message should there be a hospitalization or death in the family? Red Cross: 877-272-7337
			Contact your cell phone provider to suspend your contract until you return. Do not use your personal cell phone unless you have confirmed the overseas rate with the provider. Use Morale Call Centers for free calls when downrange.
			Do you have addresses for Family and friends you intend to stay in touch with and do they know how to reach you?
			Is your military ID card valid until after you return from deployment?
			Who will receive your mail while you are deployed? Speak to them about what they can or cannot open, i.e. court notices, bills.
			Are your family members aware of the counseling services that are available to them? Military and Family Life Consultants (MFLC): provides family and individual counseling, (253) 495-8425/8426/8427; Military OneSource Counseling: counseling for individuals, couples, families and children, (800) 342-9647 or
FINANCE			
			Do you have a MyPay Account and do you know how to access it?
			Have you pulled your credit reports? Annualcreditreport.com ACS can assist with review and issues; (253) 967-7166.
			Do you know how you are going to pay your bills? Have you set up allotments or automatic payments?
			Are you familiar with the Savings Deposit Program available when you deploy? 2.5% quarterly interest rate. Contact your military finance office for information.
			Are all your credit cards accounted for? Are numbers logged and kept in a safe place? Do you have the addresses to notify them in case of loss and do you know how to contact them if you have any billing
			Do you have all of your bank account information in one location for easy reference? Location: Who has the information on your estate?
AUTOMOBILE			
			If you have a vehicle, have you arranged for continued payments, safekeeping of keys and paperwork, and vehicle storage? Location of vehicle.
			Is your car registered and inspected for the duration of the deployment?

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			Did you check to see if you could save on car insurance if your car is in storage?
			If storing your vehicle, consider taking pictures of the inside/outside prior to storage.
			If vehicle will be stored or not driven, contact insurance company for lower payment.
			Is your civilian driver's license current through the end of your deployment?
			Have you removed all high value items from your automobile?
HOUSING			
			Have you notified your landlord of your absence during your deployment?
			Contact JPPSO to schedule packing and storing your household item.
			Is your phone disconnected?
			Have you turned off the utilities or had the accounts suspended until your return (internet provider, cable company and cell phone)?
			Is your stereo equipment, computer, and bicycle secure and is it insured? Location of these items.
			Have you done high dollar have value inventory documenting your household goods during your absence
			Have you photographed or video taped the contents of your home? Where are the pictures/video?
LEGAL			
			Do you need a special Power of Attorney to give permission to someone (parent, sibling, or friend) to handle your bills or any issues that arise?
			Do you need a special medical directive regarding organ donation or the use of heroic measures?
			Do you have a Living Will?
			Do you own property or other assets that would need to be covered in a Will or would a Will by-law disposition be adequate for dissolving you estate?
			Do you have adequate life insurance coverage? Have you stored the insurance papers in a safe location where your next-of-kin can find them? Location
			Do you have copies of your Federal and State tax records?
			Do you know how to get tax assistance while deployed?
			Have you registered to vote in your State of residence?
			Have you collected all of your important documents into a secure, safe and fireproof location? Does your Family know how to access them? Location?
			Remember that most contracts may be broken under the Service Members Relief Act? Talk to Legal if you have questions.