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## Automobile:

- If you have a vehicle, have you arranged for continued payments, safekeeping of keys and paperwork, and vehicle storage?
- Is your car registered and inspected for the duration of the deployment?
- Is your car insurance paid through the duration of your deployment, to prevent a lapse in insurance and license suspension?
- Did you check to see if you could save on car insurance if your car is in storage?
- Did you contact your insurance company to notify them if someone will be driving your vehicle while you are deployed or that it will be stored in your absence?
- Is your civilian driver's license current through the end of your deployment?
- Have you removed all high value items from your automobile?
- Are you taking your civilian drivers license with you to use on EML or for reference purposes during your deployment?

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## Housing:

- If you live off post or in The Timbers and have pets, have you made arrangements for their care?
- Have you notified your landlord of your absence during your deployment?
- Is your house/apartment secure?
- Have you turned off the utilities or had the accounts suspended until your return (internet provider, cable company, cell phone)
- Are all your personal items secured to include high dollar items?
- Have you done a high dollar value inventory documenting your household goods during your absence to include serial numbers and photos?



Your efforts to prepare can help make a positive difference.

With some careful preparation and an understanding of how to handle the challenges ahead, you can help make the deployment process easier on you and your loved ones.

Best of luck to you and thank you for your service!

# Pre-Deployment Checklist for the SINGLE SOLDIER



ACS Mobilization & Deployment  
772-0470



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## Family Considerations

Does your Family have:

- Your complete mailing and AKO email address?
- Your unit information?
- Contact information to access support and information during your deployment?
  - REAR D Staff Duty
  - FRG Leader
  - Family Readiness Support Assistant (FRSA)
- The procedures to send a Red Cross message in case of emergency
- Steps to log onto your Units virtual Family Readiness Group (VFRG)
- Do you have addresses for Family & friends you intend to stay in touch with?

If you marry over your EML, you MUST do the following prior to returning to theater:

- Put your Spouse into the DEERS system (please see handout)
- Enroll your Spouse in TRICARE
- Obtain an ID card for your Spouse

## Finance:

- Do you have a MyPay Account and do you know how to access it?
- Do you know how you are going to pay your bills?
- Have you made plans to save money while you are deployed?
- Have you set the necessary allotments to pay your bills or provide money to others during your deployment?
- Are all of your credit cards accounted for? Are numbers logged and kept in a safe place? Do you have the addresses to notify them in the case of loss and do you know how to contact them if you have any billing inquires?
- Do you have all of your bank account information in one location for easy reference?
- Are you taking a check book and/or ATM/Debit Card with you to access cash/pay bills during your deployment?

## Legal:

- Do you need a general or special Power of Attorney to give permission to someone (parent, sibling) to handle your bills or any issues that arise?
- Do you have a current will?
- 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?
- Is your military ID card valid until after you return from deployment?
- Do you have the need to claim paternity of a child?

## Misc.

- Will any promotion or other military boards take place during your deployment that you be eligible for? Have you updated your ERB/ORB, Photo, OMPF and other important files in anticipation?
- Do you have copies of your deployment orders?