



Deployment Readiness

Single Marine



ARE YOU READY RESOURCE LIST

- | | |
|---|------------|
| Deployment Readiness Coordinator/Uniformed
Readiness Coordinator (DRC/URC) | Tel: _____ |
| Auto Insurance | Tel: _____ |
| Base Armory | Tel: _____ |
| Base Housing Office | Tel: _____ |
| Base Legal | Tel: _____ |
| Child Development Center (CDC) | Tel: _____ |
| Defense Enrollment Eligibility Reporting System
(DEERS) | Tel: _____ |
| Defense Finance and Accounting Service (DFAS) | Tel: _____ |
| Defense Travel Management Office (DTMO) | Tel: _____ |
| Installation Personnel Administration Center (IPAC) | Tel: _____ |
| Local Department of Motor Vehicles (DMV) | Tel: _____ |
| Local Veterinarian | Tel: _____ |
| Medical Provider | Tel: _____ |
| Military Tax office | Tel: _____ |
| Personal Bank | Tel: _____ |
| Provost Marshall Office (PMO) | Tel: _____ |
| School | Tel: _____ |
| TRICARE | Tel: _____ |
| Voter Registration Office | Tel: _____ |
| Weapons Storage | Tel: _____ |
| Other: | Tel: _____ |



ARE YOU READY?

Yes	No	Unsure	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you and your family know who your Deployment Readiness Coordinator/Uniformed Readiness Coordinator (DRC/URC) is?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all of your dependents have a current ID card?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does everyone who needs their Marine's full deployment address have it? E-mail address?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do family members know how to contact the American Red Cross in case of emergency? Do they know what information they will need to provide to the Red Cross in order to get a message sent out to you?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is family contact information current on the Record of Emergency Data (RED) Form?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is beneficiary information accurate on the Servicemembers Group Life Insurance (SGLI) policy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a will?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does someone you trust know the location of your will?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you need a general or specific power of attorney?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you recently updated your spending plan or budget?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you discussed communication plans and expectations for the deployment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you and your family know who to turn to if they need assistance during deployment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you have dependents, do you have a workable Family Care Plan that has been updated?



Parents of Single Marines

If you are handling your Marine's affairs during deployment, ensure your Marine contacts the Base Legal Services Office for any needed powers of attorney. Also, ask your Marine to list you as a Primary Next of Kin on the Record of Emergency Data form.

If you are taking care of your Marine's vehicle, make sure to:

- Update the insurance and registration if it will expire while your Marine is deployed.
- Make sure you have current registration and title.
- Get new license plates if they expire during deployment.
- Discuss routine maintenance expectations and how it will be funded.

Get the contact information for your Marine's FRO. Also, get your Marine's complete official mailing and email address. Highlight the number to your local American Red Cross in your phone book. Ask your Marine to provide your contact information to the FRO to receive official unit information and notifications. Please note it is at your Marine's discretion who is designated to receive official notifications. If your Marine's unit has a toll-free number and website, make sure you have that information. Make sure you have pictures of your Marine. If you are managing your Marine's finances during deployment, ensure allotments have been started, online banking has been set up to pay bills, and you have been added to the account. You should also have access to your Marine's MyPay account. Be aware of any periodic expenses such as taxes, tuition, or insurance that will need to be paid. If your Marine is deployed when taxes are due, an extension may be filed on behalf of your Marine, provided you have a power of attorney. For more information go to: www.irs.gov.

You should know the location of your Marine's will and important papers, and be able to access these documents if needed. Ask your Marine to explain operational security (OPSEC) to you, or read the section on OPSEC in this handbook.



Checklist and Information

The Plans, Checklists, Information, and Lists Section of this handbook is designed to provide workable resources and tools to maintain family readiness during deployments. Included materials are: financial, vehicle, and home information documents and checklists; helpful telephone numbers; pet; and emergency informational forms to complete for quick reference.

Deployment Readiness Checklist for the Single Marine

The key to a successful deployment is to be prepared. Use this list to assess your readiness. This checklist is intended to assist single Marines in preparing for and achieving readiness for deployment.

Documents

- Ensure ID Card is valid through entire deployment.
- Review Record of Emergency Data (RED) form and update if necessary.
- Contact Base Legal Services Office for any needed powers of attorney.
- Update Last Will and Testament.
- Ensure Servicemembers' Group Life Insurance (SGLI) has correct beneficiary information.
- Ensure enrollment in TRICARE.
- Register to vote and request an absentee ballot.
- Ensure someone have a copy of your Official Military Orders
- Other _____.

Personal Preparation

- Pack uniforms, liberty clothes, and personal items.
- Store personal weapons.
- Enroll in education and courses while deployed.
- Purchase comfort items, such as favorite shampoo, soap, contact lenses, etc.
- Pictures of family and friends.
- Suspend subscriptions to magazines.
- Other _____.

Financial Preparation

- Create a spending plan for the deployment.
- Start allotments or set up online banking to pay bills.
- Determine if personal phones are allowed and ensure international access.
- Make arrangements to pay periodic expenses such as taxes, tuition, or insurance.
- Cancel cell phone contracts prior to departure.
- Set up allotment for child support payments.
- Other _____.

Emergency Plans

- Discuss emergency communication with family.
- Provide Red Cross contact information to family and information needed to locate you.
- Ensure family has your contact information.
- Give family the location of important papers and a key to access.
- Develop emergency evacuation plan.
- Other _____.

Communication

- Give your family the contact information for your Deployment Readiness Coordinator (DRC).



Housing

- Participate in unit's Distribution Management Office if living in barracks.
- Ensure renters' or homeowners' insurance is current.
- Take name off utilities and/or lease if sharing living quarters with someone else (roommate)
- Hire a property management company if you own a home and have tenants, or for outside maintenance of home such as grass cutting.
- Cancel utilities.
- Other _____.

Pets (if applicable)

- Update pet information card.
- Make sure pet vaccinations are up to date.
- Provide vet information to whoever is caring for the pet in your absence.
- Establish an allotment to your caregiver for care of pets, or for pet emergency situations.

Elder Care (if applicable)

- Make arrangements for the care of your elderly loved one.
- Ensure that Family Care Plan has accurate information regarding the care for your elderly loved one.
- Make financial arrangements for your elderly loved one.

- Gather phone numbers, addresses, and email addresses of family and friends. Discuss expectations for keeping in touch.
- Make arrangements for birthdays and special occasions.
- Buy stamps, phone cards, camera batteries, etc.
- Create a plan for making telephone calls or Skype sessions with family.
- Explain OPSEC to family and friends.
- Ensure family and friends have address and are aware of how to address packages and/or letters.
- Provide unit toll-free number to family and friends
- Ensure designated contacts are subscribed on Authorized Office Communication Tool.

- Other _____.

Vehicle

- Arrange to store or have someone take care of your vehicle.
- Update insurance, tags, registration and title, and inspection sticker.
- Discuss routine maintenance with vehicle caretaker.
- Other _____.

Outstanding Legal Matters

- Make arrangements to address any outstanding traffic violations, tickets or fines.
- Ensure custody disputes have been finalized or have an agent working on your behalf.
- Ensure all matters regarding a pending divorce have been resolved or arrangements are made to finalize upon Marine's return.



Success Strategies

These issues can be avoided and/or minimized by focusing on the Marine Corps' mission, your relationships, and yourself. During deployments, successful Marines and their families do the following:

Communicate: Have regular, honest, open communication with a variety of people is key for deployed Marines and their families.

Ask for help: Marines and their families are aware of the variety of resources available to military families and do not hesitate to ask for help when they need it.

Manage stress: Eat a balanced diet, exercise, avoid excessive alcohol and drugs, and have some type of spirituality or belief system.

Prepare: Ensure ID cards do not expire. Update Record of Emergency Data (RED), Servicemembers' Group Life Insurance (SGLI), Family Care Plan, wills, and powers of attorney (POA).

Keep a positive attitude: Marines and their families are optimistic that they will succeed during a deployment. While they allow themselves to worry or occasionally experience self-doubt, they usually give themselves positive internal self-talk and maintain a "can do" attitude.

Set goals: The future is bright for successful Marines and their families. Have long-term goals and set goals to accomplish during deployment— such as increasing proficiency in their job, reading more, and participating in physical fitness activities.

Have fun: Do not put life on hold during a deployment. Make time for fun and do things you enjoy. Also, celebrate personal successes as well as successes of friends and family.

Get involved: Participate in church groups, sports, volunteer events, attend classes, and stay busy. Focus on helping and mentoring others as a way to deal with deployment loneliness.

Make friends: Initiate friendships and conversations. Do not wait for someone to approach you. Reach out to others in need and, therefore; others will reach out to you when needed.

Trust: Rely on others to do the right thing.



Personal Preparation and Packing List

While you will receive an “official” packing list from your S-3 office, the following is a list provided by Marines, for Marines of items that are nice to have on deployment. This checklist is by no means all-inclusive, and some items may not pertain to your deployment.

Toiletries

- Anti-bacterial hand wipes
- Hand cream
- Foot powder
- Lip balm
- Deodorant or antiperspirant
- Lubricant eye drops
- Sunscreen
- Nail files, scissors, clippers, tweezers
- Mosquito/fly/sand flea repellent
- Band-aids
- Anti-fog treatment for sunglasses
- Hair clippers
- 90-day supply of medications
- Baby wipes (unscented)
- Baby powder (helps with heat rash)
- Small camping mirror
- Purchase comfort items, such as favorite shampoo, soap, contact lenses, etc.
- Other _____.

Clothing Items.

- Closed-toed or high-soled shower shoes
- Sock liners
- Running shoes
- Extra socks, underwear, and undershirts
- Set of civilian clothes
- Other _____.

Miscellaneous

- Enroll in education courses
- Sewing kit (zip-up kind)
- Mesh shower bag
- Travel pillow and fleece blanket
- Self-inflating air mattress (should not exceed the width of a cot by very much)
- Reading materials
- Word games and/or puzzles
- Games (Frisbee, playing cards, dominos)
- Other _____.

Electronics and Communications

- Digital or disposable camera
- Flash drive or USB memory stick for personal computers.
- International converter
- Phone cards
- Batteries
- Computer and/or handheld
- Laptop computer
- Head light with white and red light
- Small flashlight
- Alarm clock
- Writing materials
- Portable electric device (iPod, iPad, etc.)
- Other _____.

Kitchen/Food Items

- Hot pot
- Mug with sealable top
- Powdered drink packets
- Nutritional supplements
- Other _____.

Reminders of Home:

- Child’s art projects or schoolwork
- Small scrapbook with mementos of home
- CD with family’s favorite songs
- Family photos.
- Other _____.



Financial Accounts Information

Please complete this form and keep it in a safe location.

Checking

Financial Institution _____
Account # _____ Telephone _____
Web site _____
PIN/Username _____ Password _____

Savings

Financial Institution _____
Account # _____ Telephone _____
Web site _____
PIN/Username _____ Password _____

Other Assets (bonds, mutual funds, CDs, etc.)

Web site(s) _____
Username/PIN _____ Password _____
Account #(s) _____
Maturation dates/etc. _____

Web site(s) _____
Username/PIN _____ Password _____
Account #(s) _____
Maturation dates/etc. _____

Credit Cards

Name/Financial Institution _____
Account # _____ Telephone _____
Website _____
PIN/Username _____ Password _____

Name/Financial Institution _____
Account # _____ Telephone _____
Website _____
PIN/Username _____ Password _____

Name/Financial Institution _____
Account # _____ Telephone _____
Website _____
PIN/Username _____ Password _____



Vehicles

- Ensure maintenance is update.
- Update insurance and registration. Ensure safety stickers on your car are current.
- Other _____.

Things to Remember

- Make sure you know your Marine's Social Security number.
- Register to vote and request absentee ballot.
- Ensure spouse or family member knows the location of important papers and have access to them.
- Provide your older child with tools needed to stay in touch with you such as stationary, pens, markers,, self-addressed envelopes, etc.
- Ask if your child's school sponsors a discussion group or other program for children of deployed military parents.
- Create a photo album for you and each of your children doing things together.
- Read and record your child's favorite book(s) on audio or video tape.
- Leave a personal item of yours for each of your children to keep until your return.
- Avoid putting added responsibilities on your child by not saying things like, "You're the man of the house," or, "Take care of your little brother."
- Other _____.

Emergency Plans

- Discuss emergency communication with family.
- Give DRC's contact information to family.
- Provide Red Cross contact information to family and information needed to locate you.
- Develop emergency evacuation plan with stay behind spouse.
- Other _____.

- Other _____.

Elder Care (if applicable)

- Ensure arrangements are made for the care of your elderly loved one.
- Make financial arrangements for your elderly loved one.
- Other _____.

Communication

- Provide Deployment Readiness Coordinator, unit toll-free number and unit website to family and friends.
- Provide complete official mailing address to family and friends.
- Gather phone numbers, addresses, and email addresses of family and friends.
- Make arrangements for birthdays and special occasions.
- Discuss expectations for keeping in touch with friends and family.
- Buy stamps, phone cards, camera batteries, etc.
- Inform your child's school or day care teacher of your deployment
- Tell your child about the deployment.
- Other _____.

Outstanding Legal Matters

- Make arrangements to address any outstanding traffic violations, tickets or fines.
- Ensure custody disputes have been finalized or have an agent working on your behalf.
- Ensure all matters regarding a pending divorce have been resolved or arrangements are made to finalize upon Marine's return.
- Other _____.



Helpful Telephone Numbers

Deployment Readiness Coordinator _____

Police _____

Fire department _____

Nearest emergency medical facility _____

Poison Control _____

American Red Cross _____

Navy-Marine Corps Relief Society _____

Veterinarian _____

Pediatrician _____

Primary care physician _____

Electric company _____

Appliance repair _____

Heating/air-conditioning repair _____

Base Housing (if applicable) _____

Childcare provider (if applicable) _____

Pet Information Card

Name of veterinarian _____

Phone _____ Address _____

Pet Name _____ Breed _____

Due date for flea/tick/heartworm prevention _____ Due date for annual exam _____

Other (food, meds, etc.) _____

Pet Name _____ Breed _____

Due date for flea/tick/heartworm prevention _____ Due date for annual exam _____

Other (food, meds, etc.) _____

Pet Name _____ Breed _____

Due date for flea/tick/heartworm prevention _____ Due date for annual exam _____

Other (food, meds, etc.) _____

Pet Name _____ Breed _____

Due date for flea/tick/heartworm prevention _____ Due date for annual exam _____

Other (food, meds, etc.) _____



Emergency Contact Card

Place a copy of this card in your wallet (fold at line), glove box, at work, and at home in case of emergency.

Name:	Marine's Rank/Name:
Home Phone:	Marine's Unit:
Work Phone:	Marine's Work Phone:
Home Address:	Marine's Cell Phone:
Local Emergency Contact Information:	
Name:	
Phone:	
Cell:	
Allergies:	

Child information:

Name	Age	Allergies	Special Needs	School/Day Care

Local emergency care provider with power of attorney

Name: _____ Phone: _____ Cell: _____

Local emergency care provider with power of attorney

Name: _____ Phone: _____ Cell: _____