

## HQ USCENTCOM FAMILY READINESS CHECKLIST

This Family Readiness Checklist is brought to you by the CENTCOM and MacDill Family Readiness Programs. If, during your time at CENTCOM, you have questions, please feel free to call your Directorate Family Readiness Coordinator or the Airman & Family Readiness Center AFB (MacDill Office 813-828-0145; Brandon Office 813-655-9281). Originally, this checklist was designed for families preparing for deployment, but you may find that it will work well for everyday life while you are here in Tampa and will be ready if your spouse is deployed.

### Important Documents and Actions

- \_ Wills
  - Member Beneficiary \_\_\_\_\_
  - Spouse Beneficiary \_\_\_\_\_
  - Located \_\_\_\_\_
- \_ Record of Emergency Data (DD Form 93) was updated within a year or 30 days prior deployment.
- \_ Life Insurance (Check that beneficiaries are current)
  - SGLI: Amount \_\_\_\_\_ Beneficiary \_\_\_\_\_
  - Location \_\_\_\_\_
  - Other Life Insurance Company \_\_\_\_\_
  - Amount \_\_\_\_\_ Beneficiary \_\_\_\_\_
  - Location \_\_\_\_\_
- \_ Power of Attorney
  - General: \_\_\_\_\_ Expires: \_\_\_\_\_
  - Special: \_\_\_\_\_ Expires: \_\_\_\_\_
  - Location \_\_\_\_\_
- \_ Deployment Orders (be sure spouse retains a copy)
- \_ Military ID Cards and DEERS enrollment (Annotate ID card expiration dates)
  - Self #: \_\_\_\_\_
  - Spouse #: \_\_\_\_\_
  - Child #: \_\_\_\_\_
  - Child #: \_\_\_\_\_
- \_ Dependent Care Plan Certification (for single parent/dual service couples)
- \_ **What About Me** "Family Support" tab information is updated. (Be sure to designate person who will care for your children if your spouse becomes ill or unable to provide care)
- \_ Marriage License/Prenuptial Agreement
  - Location: \_\_\_\_\_
- \_ Birth Certificate (locate originals/copies)
  - Location: \_\_\_\_\_
- \_ Adoption Papers
  - Location: \_\_\_\_\_
- \_ Naturalization/Citizenship Papers:
  - Location: \_\_\_\_\_
- \_ Driver License
  - Self # \_\_\_\_\_
  - Expires: \_\_\_\_\_
  - Spouse # \_\_\_\_\_
  - Expires: \_\_\_\_\_

- \_ Passports (Annotate expiration dates)
  - Self #: \_\_\_\_\_
  - Spouse #: \_\_\_\_\_
  - Child #: \_\_\_\_\_
  - Child #: \_\_\_\_\_
- \_ Vehicle Registration Expiration Date:
  - Vehicle 1 \_\_\_\_\_
  - Vehicle 2 \_\_\_\_\_
- \_ Vehicle Maintenance Records (Leave in car)
- \_ Vehicle Insurance and Accident Procedures
  - Company \_\_\_\_\_
  - Policy # \_\_\_\_\_
  - Expiration \_\_\_\_\_

### DEPLOYMENT – TOP FIVE CONCERNS

Deployment can be a heart-wrenching experience – for the spouse and family as well as for the service member.

**Finances and Legal Matters** – Be sure everything is taken care of before the service member departs. Take the time to explain financial and legal issues if your spouse hasn't been actively involved prior to your deployment.

**Use military support services** – Family Members: You're not alone. There are lots of official and unofficial sources of aid and assistance in the Tampa area, on MacDill AFB, and within CENTCOM. Surf the web ([www.military.com](http://www.military.com), [www.militaryonesource.com](http://www.militaryonesource.com), [www.centcom.mil](http://www.centcom.mil)) and use the services advertised on base and in the CENTCOM Family Newsletter.

**Safety and Emergencies** – Be sure to plan ahead for worst-case scenarios. Having a family plan where everyone knows what to do and where to go will ease stress. Use the Community Services of your local police or sheriff's office. Know your neighbors and your CENTCOM Family Coordinator and ask for help when you need it.

**Out of sight, not out of mind** – In this technologically advanced age, it's easier than ever to keep in touch with each other—no matter how far apart you may be. A short email a day isn't hard. Include your children in your communications.

**All in the Family** – Separation is tough on all family members. Face the challenges together, enjoy the experiences, laugh with and hug each other when you all get back together. If you have questions relating to your spouse's deployment or if you have problems where your spouse's Directorate can help, call the family support coordinator for the Directorate.

<b>Information Readiness</b>	<b>Y/N</b>
Is enrollment of family member(s) in Family Support Notification Program current & complete?	
Does responsible family member know when and how to contact the Directorate/ Special Staff Office Family Readiness Coordinator?	
Can responsible family member execute an evacuation plan?	
Are family immunizations current and medical/dental records readily accessible?	
Is responsible family member aware of TRICARE - the military medical entitlement - website at <a href="http://www.tricare.mil/">http://www.tricare.mil/</a> ?	
<b>Finances</b>	<b>Y/N</b>
Does responsible family member have continuing access to deploying member's finances during deployment?	
Has a monthly allotment been sent directly to the bank?	
Is allotment sufficient to maintain the household?	
If planning to move, has all required paperwork been submitted?	
Does responsible family member know names and addresses of all banking institutions?	
Is responsible family member knowledgeable of account numbers and types of accounts?	
Are all bank books (checking and savings) and investment documents readily available?	
Does responsible family member know location and have key to any safe deposit box?	
Do responsible family members know the location of all credit cards? <ul style="list-style-type: none"> <li>• Are their numbers logged and kept in a safe place?</li> <li>• Is the company address for each card readily available, so immediate notification can be made in case of loss or theft?</li> </ul>	
Does responsible family member understand the family budget & are they prepared to take complete control over all checking, saving and other account(s)?	
Does responsible family member know how to change the address to which an allotment is mailed?	
Does responsible family member know all payments that must be made-to whom (account numbers, addresses, phone numbers) and when for the following: <ul style="list-style-type: none"> <li>• Telephone</li> <li>• Electricity</li> <li>• Trash Collection/Water</li> <li>• Insurance (life, property, auto, etc.)</li> <li>• Gas/fuel</li> <li>• Credit and revolving charge cards</li> </ul>	

<ul style="list-style-type: none"> <li>• Cable</li> <li>• Tuition</li> </ul>	
Do family members know whom to contact if allotment is not received?	
Do responsible family members know whom to contact for immediate emergency financial assistance and are those telephone numbers readily available?	
<b>AUTOMOBILE/TRANSPORTATION</b>	<b>Y/N</b>
If vehicle is financed, is name & address of loan company readily available?	
Is location of title known & readily available?	
Is location of vehicle registration known & readily available?	
Is vehicle's current insurance policy known and readily available?	
Is license plate renewal date known?	
Are all vehicle service dates known?	
Are all drivers properly insured?	
Do all drivers have a valid car or truck state driver's license <ul style="list-style-type: none"> <li>• When does it expire?</li> </ul>	
Is the family vehicle in good operating condition and do family members know where to go for repairs?	
Have all critical keys been duplicated?	
If not licensed to drive, have transportation arrangements been made?	
<b>LEGAL/ADMINISTRATIVE</b>	<b>Y/N</b>
Will family's identification cards remain valid until after sponsor's return. If not, does responsible family member know how to renew?	
Should a general or special power of attorney be executed?	
Does responsible family member know location of power(s) of attorney?	
Is a copy of the marriage certificate readily available?	
Are all birth certificates/adoption papers readily available & does responsible family member know their location?	
Can responsible family member locate copies of any citizenship papers?	
Do all family members have Social Security cards?	
Are copies of federal & state tax record readily available?	
Are CURRENT Emergency Data Card and SGLI Election Form readily available?	
Is CURRENT Leave and Earnings Statements available or electronically accessible?	
Can responsible family member locate insurance policies?	
Do family members know where all court orders relating to divorce, child support, custody, alimony or property division, if any, are located?	
Can responsible family member locate stocks, bonds or other securities?	

Can responsible family member locate any leases, deeds, mortgages, and promissory notes or closing papers?	
Have all important papers been safeguarded in one place?	
Are all wills up-to-date? +Does responsible family member know where the originals are kept?	
<p>Is responsible family member familiar with the protections of the Soldiers and Sailors Civil Relief Act and the Uniformed Services Employment and Reemployment Rights Act?</p> <ul style="list-style-type: none"> <li>Do responsible family members know that additional information on the Employer Support of the Guard and Reserve (ESGR) Program may be obtained from their website at <a href="http://www.esgr.mil/">http://www.esgr.mil/</a>.</li> </ul>	
Does responsible family member know additional family readiness and deployment information is available on the CENTCOM Home Page, and the FRP Facebook page?	
<b>OTHER IMPORTANT DOCUMENTS</b>	
<p>It is very important for the military family to keep copies of important documents and other valuable information in a safe place. It is equally important that the wife and husband jointly organize this file so that each knows how and where to find the documents when they are needed.</p> <p>The military member should have most of this information...PLEASE SIT DOWN WITH HIM OR HER 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 SPECIAL CONTAINER THAT YOU CAN DEFINITELY FIND IMMEDIATELY. EACH FAMILY'S NEEDS ARE UNIQUE, SO ADD TO THIS CHECKLIST TO MEET THOSE NEEDS AND REFER TO OTHER CHECKLISTS.</p>	
At a minimum, the following documents should be included:	<b>Y/N</b>
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	
List of all members of immediate families with current addresses and phone numbers	
Nine (9) copies of spouse's TAD and/or PCS orders. If you must move by yourself, you will need extra copies of these orders.	
Pet Health/Vaccination Records	
Diplomas/School Transcripts	
Dependent Child Care Plan	