

A FAMILY READINESS CHECKLIST FOR DEPLOYMENT, REMOTE & EXTENDED TDY

A good way to alleviate many of the problems for families who are duty separated is to insure the member leaves his/her household in good order. This list, prepared by your Family Support Center, is an aid in preparing your family. The member should go over this list with a responsible family member prior to departure.

- 1. Family ID cards. How to renew them when they expire.
- 2. Location of birth certificates, adoption papers, citizenship papers, marriage certificates, divorce decrees, child custody, and child support court orders.
- 3. Location of Passports.
- 4. Social Security numbers.
- 5. Credit cards. Records and location of cards.
- 6. Bank accounts. Account numbers, bank address & telephone number, and insure adequate checks are available.
- 7. Safety Deposit Box. Bank location, number of box, location of keys, and list of contents.
- 8. Copies of recent Federal and State Tax returns.
- 9. Insurance policies. Location of policies, policy numbers and company address & telephone number.
- 10. Location of deeds, mortgages, and lease agreements.
- 11. Copy of last Leave & Earnings Statement (LES). Take a copy and leave a copy for your family.
- 12. Spouse/loved one should have a copy of travel orders and itinerary (when available).
- 13. Power of Attorney. Both general and specific. Update and review Wills. Legal Office phone number – 777-6625.
- 14. Review all monthly payments that must be made. Include amount, recipient and due date. Insure the availability of funds as needed.
- 15. Complete a physical safety security check of your home: door locks, peephole, alarm system, fire extinguisher, emergency phone list, etc.
- 16. Plan an escape route in case of fire or burglary.
- 17. Discuss disaster evacuation procedures.
- 18. Develop an obscene caller/silent caller procedure.
- 19. Discuss practicing personal safety: carpooling to functions, locking all car doors, being aware of surroundings, avoiding unlit streets.

- 20. Know your neighbors.
- 21. Motor vehicle: location of titles, expiration date of tags & registration.
- 22. Review the working condition of vehicles and who to call for needed repairs.
- 23. Establish a safe location for a duplicate set of house and car keys.
- 24. Teach family how to run the lawn mower/snow blower.
- 25. Point out the location of all electrical circuit breakers and shut off valves for water & gas.
- 26. Go over minor repairs/adjustments to furnace, heat pump, air conditioner and other household appliances. Replace light bulbs in hard to reach places.
- 27. Insure your spouse/loved one knows the telephone number to your Squadron Orderly Room.
- 28. Insure your spouse/loved one knows the telephone number for the Family Support Center. Family Readiness NCOIC – 775-4681. Personal Financial Management Program and Air Force Aid – 777-4681.
- 29. If you live in Military Family Housing contact the Housing Office to request retention of your unit during remote or extended TDY tours.
- 30. If you reside in the community and are renting, be sure your spouse/loved one is acquainted with your landlord.