

Pre-Deployment Checklist

- Get a copy of the deployment orders, birth certificate and drivers licence of the deployed member
- Confirm all contact information, email addresses, rear party and the units contact information
- Contact the family support or readiness center
- Attend de-briefings
- Ensure you have an up-to-date military family ID card for eligible family members
- Update all contact information for family and friends
- Complete a "Need to know" information sheet for the fridge
- Power of Attorney & Will
- Power of guardianship completed
- Location of deeds and mortgage papers
- Car & house insurance documents available
- Marriage Certificate of Common Law Declaration copies
- Create a household budget and agree upon it together
- Have all bills, credit cards and car payments organized
- Have all Pins and numbers securely recorded for bank accounts and credit cards
- Authorization for access to accounts and information
- Pay office information and pay allotments organized
- Organize any house maintenance that maybe required during the deployment
- Health Insurance and information accessible
- Passwords available - computer internet, etc.
- Create an emergency contact list
- Establish how you are going to get information out to family and friends
- Contact schools and teachers - provide timings of deployment and new emergence contact information
- Inform your work of the deployment
- Update a calender together with important dates and events, and make copies or provide electronic copies for deploying family member too.
- Ensure car maintenance is up to date, any nessary maintenance is scheduled and have an emergency car kit available
- Ask family or friends to keep a set of house and car keys
- If travelling with children, ensure you have the appropriate documentation for each child (permission to travel, passports, etc.)