

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

- Give your family the contact information for your FRO.
- 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 will.
- Ensure Servicemembers' Group Life Insurance (SGLI) has correct beneficiary information.
- Provide complete official mailing address to family and friends.
- Ensure enrollment in TRICARE.
- Register to vote and request an absentee ballot.
- 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.
- Arrange subscriptions to magazines.
- Other _____.

Housing

- Participate in unit's TMO 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 _____.

Vehicles

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

Emergency Plans

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

Communication

- Gather phone numbers, addresses, and e-mail 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.
- Explain OPSEC to family and friends.
- Ask family and friends to send regular mail and care packages.
- Provide unit toll-free number and website to family and friends.
- Other _____.

Readiness and Deployment Support Training

Pets

- 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)

- Have you made arrangements for the care of your elderly loved one?
- Have you made financial arrangements for your elderly loved one?

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.
- 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.
- Set up allotment for child support payments.