



Pre-Deployment Checklist

Deploying overseas can be a stressful and hectic process. It is important to have all of your affairs in order beforehand to ensure an easy transition for you and your family. Many topics should be addressed during this process such as Legal Affairs, Home Maintenance, Automobile Care, Finances and Medical records. To help with your transition, here is a checklist of items to keep in mind before deploying.

Legal Affairs

- Create a living will or last will and testament and let a family member know where it is located.
- Have your spouse or family member aware of where important documents are located such as, birth certificate, marriage certificate, military records, life insurance, social security cards, proof of service, deeds and mortgage, etc.
- Update contact information on your service record in case of emergency.
- Make sure your spouse is aware of financial and computer passwords.
- Place important documents in a safe deposit box.
- Make a list of important email addresses to take with you.
- Inform your family of any safe boxes and their locations.
- Appoint a spouse, relative or trusted friend a power of attorney to handle affairs in your absence.



Home Maintenance

- Change air conditioning and heating system filters.
- Make any repairs or complete any maintenance that needs to be done.
- Check to be sure fire extinguishers are charged and are in good working condition; family members know where they are and how to use them.
- Your smoke detector is working and has a new battery.
- Check that all appliances are running properly.
- Make arrangements for moving, if necessary.
- Alert spouse/family member on what to do or who to call if something in your home breaks down.
- Prepare a household emergency kit.
- Provide a list of warranties on all appliances.
- Label fuses and circuit breakers and show your family members how to use them.
- If you are leaving your home unattended
 - Cancel unnecessary utilities, phone services, cable, etc.
 - Photograph or videotape the condition of your property.
 - Secure any weapons you may have in your home.
 - If you are renting a home or apartment, notify your landlord that you will be gone.
 - Cancel your newspaper delivery.
 - Call the post office and arrange your mail to be held.



Automobile Care

- If you'll be storing your car, notify your insurance company and ask if your premiums can be lowered while you are gone. If someone else will be driving your car, make sure the insurance company knows and that the coverage reflects that.
- Be aware of the renewal date for the license plate and inspection sticker.
- Make sure you have the title and insurance papers in a safe place.
- Make sure proper periodic maintenance is up-to-date.
- Prepare a list of automotive "do's and don'ts" and hints on car care, if someone else will be taking care of your car.
- Be sure to keep a record of the correct type of battery, tires, oil, etc.
- If a family member will be driving your car during deployment, be sure to have a roadside emergency kit in the car.
- Sign-up for roadside emergency service, if the car will be in use during deployment.
- If you are interested in purchasing a vehicle while deployed, visit <http://www.militaryautosource.com>
 - If you purchase a vehicle while deployed, a spouse or relative can take delivery of the vehicle via power of attorney.



Finances

- Notify your credit card companies that you will be deployed.
- Set up automatic payments- bills automatically paid on time.
- Make sure your spouse has bank and credit card information.
- Know how to report lost credit cards and how to request replacements.
- Have once-a-year expenses taken care of. Such as car or homeowners insurance.
- Plan for unexpected expenses like car or home repairs.
- Discuss budgets for home and deployment expenses.
- Consider keeping additional funds in your checking account at all times.
- Record financial account numbers and take a copy with you when you deploy.



Medical

- Check your prescriptions for status of refills and expiration dates.
- Ensure ID cards are current for your dependents and will not expire during deployment.
- Leave list of all doctors contact information.
- Ensure you have a spare set of eyeglasses and/or contact lenses (if applicable).
- Have list of current vaccination records.



Preparing Your Family

- Look into international calling plans for your home and cell phones.
- Set up a Skype account before you leave.
- Leave a list of all important contacts such as Lawyers, Chaplain, Red Cross, etc.
- Make sure all family members have a valid passport and will not expire during deployment.
- Have a military ID for each family member.
- Arrange care for your pets. Make sure all shots are up-to-date and notify your veterinarian if someone will be taking care of your pet. (If applicable)
- Make sure your family knows how to contact you while away.
 - If you have children:
 - Notify your children's school of your deployment.
 - Have spouse/family member continue normal routines, including mealtimes, bedtimes, playdates or whatever they are used to.
 - Pre-record bedtime stories
 - Encourage them to stay in contact often.



About Military AutoSource

For over 50 years Military AutoSource has been providing new, U.S. specification automobiles to active duty military, civilian, DOD employees and the diplomatic community stationed outside the United States. Over the years, we have adapted our products and program to satisfy the changing needs of our customers serving overseas. Our company's mission is to always do what is right for our customers and their families. We strive to instill trust, show respect and ensure your comfort from the first time you meet with a vehicle consultant to the exciting moment when you pick up your new vehicle.



For more information about Military Autosource, visit our website: militaryautosource.com