Readiness and Deployment Support Training

Deployment Readiness Checklist for the Single Marine with Dependents and Dual Active-Duty Marines with Dependents

In addition to the Deployment Readiness Checklist for the Single Marine, active-duty single parents should complete the following. This checklist is intended to assist single Marines with dependents and dual active-duty Marines with dependents in preparing for and achieving readiness for deployment.

Documents	Your Child	
Schedule an appointment with your installation Base Legal Services Office to have powers of attorney (special and or medical) and will drawn up. Created or update your Family Care Plan. Ensure your will includes who will become guardian to your children in your absence. Review the amount and beneficiary information on your Servicemembers' Group Life Insurance. Ensure your dependent has a valid military ID card which will not expire while you are away. Confirm your dependents enrollment in DEERS. Provide complete official deployment mailing address to family and friends. Include child care provider contact info on RED. Develop a written contract with your child's caregiver that includes financial arrangements. Set up an allotment to provide financial support while you are away.	 □ Tell your child that you will be leaving, why, and approximately when you will return, if known. □ Provide your older child with tools needed to stay in touch with you such as stationary, pens, markers, stamped, self-addressed envelopes, etc. □ Include money in your budget for phone calls, gifts, and souvenirs for your children. □ If you have pets and your child's caregiver is not caring for them too, explain this to your child. □ Avoid putting added responsibilities on your child by not saying things like, "You're the man of the house," or, "Take care of your little brother." □ Request a mentor for your child through the national Big Brothers/Big Sisters program, church, extended family member, or another Marine who is a friend of the family and is not 	
Enroll your dependent in the TRICARE region to be used.	Other	
Does someone have a copy of your Official Military Orders? Other	Relationships	
	Inform child's school or day care teacher of your deployment and ask them to send copies	
Outstanding Legal Matters	of schoolwork and report cards. Provide self-addressed, stamped envelopes.	
 Make arrangements to address any outstanding traffic violations, tickets or fines. Ensure custody disputes have been finalized or 	Ask if your child's school sponsors a discussion group or other program for children of deployed military parents.	
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.	 Discuss what role, if any, your child's other parent will have during deployment. Tell extended family members about your upcoming deployment, provide your child's contact information, and ask them to keep in 	
	contact with your child. Other	

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Legal Guardian		Comfort Items	
	Provide the FRO contact info to your child's caregiver. Give your contact information to your child's caregiver and child (if the child is old enough). Tell your child care provider to contact the American Red Cross in case of an emergency. Provide copies of your child's medical records to your child's caregiver. Tell your provider how to obtain medical care, dental care, and prescriptions. Establish with your child's caregiver where they will go or who they will contact in case of a disaster. Make a plan to celebrate birthdays and holidays. Establish a plan with caregiver to facilitate communication from your child to you. Provide info about your child's routines: meal and bed times, chores, special toys, etc. Other		Create a photo album for you and each of your children doing things together. Read and record your child's favorite book(s) on audio or video tape. Leave a personal item of yours for each of your children to keep until your return. Other Mergency 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
Elder Care (if applicable)		Pets	
	Have you made arrangements for the care of your elderly loved one? Have you made financial arrangements for your elderly loved one?		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.