

Military Deployment Checklist

Getting Started

Deployments can come when you least expect, so better safe than sorry. Here are some of the essential documents, accounts, and types of information you should organize and share with the people you love. This checklist includes the following:

- Important Contacts
- Official Documents
- Identification
- Insurance Information
- Financial Accounts & Benefits
- Property, Utility, and Assets
- Digital Services & Accounts
- Funeral & Legacy Preferences

Remember

[Create an Everplan](#) to easily and securely update and share this vital info with the people you love and trust.

IMPORTANT CONTACTS

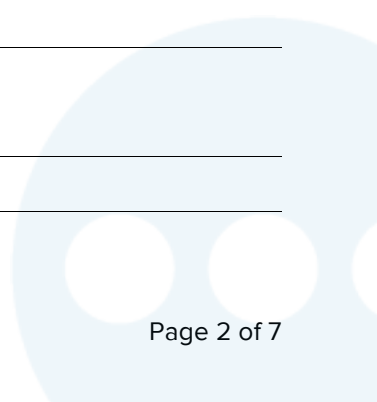
- Emergency (personal) Name/Info: _____
- Emergency MGMT Rep. Name/Info: _____
- Doctor Name/Info: _____
- Financial/Accountant Name/Info: _____
- Insurance Agent Name/Info: _____
- Other Name/Info: _____

OFFICIAL DOCUMENTS

- Advance Directive Location: _____
Name Of Health Care Proxy: _____
- Power Of Attorney Location: _____
Name of POA: _____
- Will Location: _____
Executor/Guardian(s): _____
- Other (Example: TDY/PCS orders, Trusts)

IDENTIFICATION / VITAL DOCUMENTS

- Birth Certificate/Adoption Records Location: _____
- Social Security Card Location: _____
- Marriage Certificate Location: _____
- Citizenship Documentation Location: _____
- Armed Forces ID Location/Exp. Date: _____
- Driver's License Location/Exp. Date: _____
- Passport Location/Exp. Date: _____
- Other (Example: State ID card, Divorce Decree/Settlement Info):



INSURANCE INFO

Review the following policies and make sure they provide enough coverage and are up-to-date.

Life Insurance Policy Provider/Location: _____

Payment Method: _____

Tricare Acct #: _____

Other Health Insurance Provider/Acct #: _____

Payment Method: _____

Car Insurance Provider/Acct #: _____

Payment Method: _____

Home/Renters Insurance Provider/Acct #: _____

Payment Method: _____

Other Insurance Policies (Example: Long-Term Care, Disability, Disaster, Umbrella, Personal Articles):

BANK ACCOUNTS / MORTGAGE / LOANS / INVESTMENTS

Have a recent statement for each account, location of related items (example: checkbooks, passbooks), and account/login info for online management.

Checking Bank/Last 4 Digits: _____

Savings Bank/Last 4 Digits: _____

Mortgage Info Bank/Acct #: _____

Loans Bank/Acct #: _____

Investments (Retirement) Type: _____

Investments (Other) Type: _____

Other (Example: Safe Deposit Box, Debit Card, Promissory Note):

BENEFITS

DEERS (Defense Eligibility Enrollment Reporting System) Information:

CREDIT CARDS

Have a recent statement for each account and login/password for online management.

- American Express Last 4 Digits: _____ Exp. Date: _____
- Discover Last 4 Digits: _____ Exp. Date: _____
- Mastercard Last 4 Digits: _____ Exp. Date: _____
- Visa Last 4 Digits: _____ Exp. Date: _____
- Other:

PROPERTY DEEDS / TITLES

- Real Estate (Owned) Location: _____
- Real Estate (Rented/Leased) Location: _____
- Automobile Location: _____
- Other Vehicles (Motorcycle, Boat, etc.):

UNLOCKING ELECTRONICS / SECURITY SETTINGS

Ensure someone you trust knows how to access the following.

- Mobile Phone Computer(s) Tablet
- Home Security System Password Manager Wi-Fi
- Other (GPS, Electronic Safe, etc.):

AROUND THE HOUSE

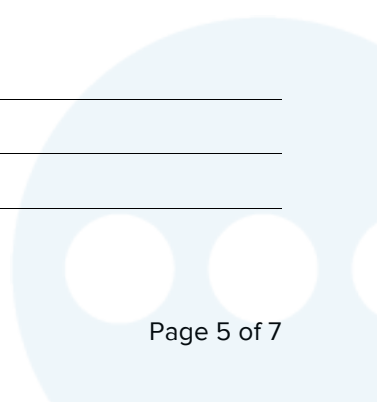
Make sure all utilities, services, and vendors are in order while you're gone.

- Mobile Phone Provider/Acct #: _____
- Cable/Internet/Home Provider/Acct #: _____
- Electricity/Gas/Oil Provider/Acct #: _____
- Garbage Removal Contact Info: _____
- Landscaping Contact Info: _____
- Cleaning Service Contact Info: _____
- Plumber Contact Info: _____
- Exterminator Contact Info: _____
- Electrician Contact Info: _____
- Home Security Contact Info/Acct # _____
- Other (Example: Home Phone, Septic, Water, Newspaper/Magazine subscriptions, etc.)

DIGITAL ACCOUNTS / SERVICES

Identify all of the following digital accounts and services you use and how someone you trust can gain access if required. (Password managers are really handy in this situation.)

- Email
- Entertainment (Video/Music/Gaming)
- Cloud Storage
- Food / Delivery
- Health / Medical (Medication)
- Messaging / Voice-over-IP
- Money Management
- Shopping
- Social Media
- Software Licenses
- Travel / Ticketing
- Web Hosting / Blogging
- Other (Example: Photography, Organization, Productivity, etc.):



MISCELLANEOUS IMPORTANT ITEMS

Make sure each of these is cared for, suspended while you're gone, or in a secure location.

- Pets (Vet, Diet, Guardian, Insurance) Memberships (Gym, Shooting Range)
- Valuables (coins, memorabilia, weapons) Other:

LEGACY / AFTER I'M GONE

- Decide among: Burial / Cremation / Donation
- Funeral / Memorial Preferences
- Contracts / Pre-Paid Arrangements (Example: cemetery plot information)
- Obituary Preferences and Info, which typically includes:

- o Date/place of birth: _____
- o Date/place of marriage: _____
- o Parent's names: _____
- o Education (schools/degrees): _____
- o Military (honors/achievements): _____
- o Employment (titles/achievements): _____
- o Affiliations (religious, cultural, civic): _____
- o Special accomplishments: _____
- o Hobbies and Interests: _____

- Letters For Family/Friends (list names of people you want to write a personal letter)
