

### What essential information should I give my family before I deploy?

When you deploy, your family not only must with being separated from you, but also must handle the routine business of your household and be prepared to deal with unexpected events. Ensuring that you have provided key information and taken other important steps will support their ability to independently solve problems while you are away.

Your family should have in a secure file, lock box, or other safe place:

- Latest LES
- Marriage/Divorce Documents
- Birth Certificates
- Wills/Powers of Attorney
- Insurance Policies
- Social Security Card



Be sure to set your family up for success:

- Set up automatic payments and direct deposit.
- Ensure that your family has Power of Attorney or is on a Joint Account
- Consolidate loans wherever possible.
- Have an emergency fund or emergency credit card to use—for real emergencies.
- Confirm that military ID cards are up-to-date and will not expire while you are gone.
- Notify credit cards and banks that you are deploying so they will accept charges from overseas.
- Confirm that the credit cards that you are deploying with will not expire while you are gone.
- Ensure that you have computer software up-to-date with Skype and other connection programs
- Ensure children are registered with Child Development Center—even if you are not planning to use it. That may be necessary if your spouse becomes ill or must travel.
- Ensure your family has numbers to reach rear-detachment and family support groups.

Your family should have near your desk, computer, or wherever bills have to be paid:

- Checking, savings, credit union account numbers with userid and password
- Record of credit card numbers, and company websites/phone numbers
- Household budget, with due dates and amounts to be paid for all routine bills (utilities, cable, phone, rent, etc.)

Cars/Property:

- Notify your insurance company that you are deploying and that there may be cars with reduced mileage
- Set up for roadside assistance and ensure that cars have emergency kits.
- Have a schedule for oil changes/maintenance and names of trusted mechanics or car shops
- Ensure that you have emergency kit and spare keys at home

**Bottom line: By taking proactive steps you can help everyone to be better organized and prepared to deal with all of the challenges of having you deploy.**