

READINESS CHECKLIST

The Readiness Checklist provides a very detailed list of steps necessary for Total Readiness. It covers the 4 steps to a Family Care Plan (FCP), along with other helpful ideas. Please review it prior to each separation in order to update changes and reinforce your preparedness plan. Maintain it as TAB E in your FCP.

PERSONAL READINESS:

- Prepare a Family Care Plan (FCP) following these **4 simple steps**:
 1. Get a folder with 5 dividing tabs.
 2. Download and complete the following forms from the website, making each a separate tab in the folder:
 - Tab A: **Communication Information Form**
 - Tab B: **Power(s) of Attorney**
 - Tab C: **Will**
 - Tab D: **Document Locator Form**
 - Tab E: **Readiness Checklist**
 3. Keep your FCP near a phone and notify a trusted third party of the contents and location of the plan. Give him/her access to the location of your FCP. Keep in mind that even if you are married, you should still designate a trusted 3rd party representative in case something happens to your spouse during a military separation.
 4. Guard member and his/her spouse (or designated guardian) should make a wallet-size card with the names and phone numbers of important contacts (i.e., Guard member, the Command Post, trusted 3rd party). Keep this next to your Driver's License in case of an emergency. A larger copy could be kept in the glove compartment of each vehicle, and/or affixed to the visor.
- Discuss w/loved ones the important role of the **Red Cross** in family emergencies.
- Complete the **Family Information Form** and return it to 1st Sergeant to become a part of the **Operation F.I.T. (Families in Touch)**. This will ensure that your loved ones receive a telephone roster listing other families in the unit, along with unit contact information - vital for communication during activations and deployments.
- Obtain/update ID cards for each eligible family member (click here for **Area Contact Information**).
- Discuss w/loved ones the feelings involved with military separation and include the children in the discussion (click here for **Coping Strategies** suggested by Air Force Crossroads).
- Discuss with loved ones FANG pay information (<https://emss.dfas.mil/faq.htm#ABOUT%20myPay>) (<https://emss.dfas.mil/faq.htm#ABOUT%20myPay>)
- and benefits (TriCare, etc.). Click here for **Area Contact Information**.
- Notify civilian supervisor of upcoming deployment
 - Provide with copies of orders, unit contacts, USERRA information <http://www.esgr.com/members2/thelaw.asp?c=userra.html>
 - Provide with Florida ESGR Ombudsman Information, <http://www.esgr.com/members2/thelaw.asp>. Ask your Community Manager for current local contact information.

LEGAL READINESS:

- Update your [Will](#), making sure to designate legal guardians for your children (someone besides your spouse in case your spouse dies or becomes incapacitated during your absence).
- Create [Powers of Attorney](#) (POA) to designate Dependent Care and/or to grant a trusted 3rd-party the authority to make legal and/or financial decisions on your behalf
- To procure a Will and/or POA in your, click here for [Area Contact Information](#)
- Along with obtaining updated Will and POAs, make sure to file POA(s) in their appropriate place and tell designees of their location.
- Create a [Living Will and/or Designation of a Health Care Surrogate](#) through your Legal Office.

FINANCIAL READINESS:

- Set up a “My Pay” account so that you and/or your loved ones can access your pay information (<https://emss.dfas.mil/faq.htm#ABOUT%20myPay>)
- Develop a budget. Use the following link for worksheets and guidance:
 - www.personal-budget-planning-saving-money.com
- Arrange for joint checking/savings account access.
- Discuss with spouse or trusted 3rd party the amount to be deposited in account from paycheck.
- Discuss w/loved ones:
 - the use of credit cards and agreed on a limit to their usage.
 - the Soldier’s and Sailor’s Civil Relief Act if you will be on an Active Duty deployment. The act includes reduced rates on debts, tax breaks, and relief from some types of legal action. The website, below, provides more details:
 - www.military.com/Resources/ResourceFileView/Active_Benefits_FAQ.htm.
 - LES (Leave and Earnings Statement) and leave a copy for loved ones
- Select life insurance if you have not done so already.
- Discuss the following with your Unit’s Customer Service Office (click here for [Area Contact Information](#)):
 - Medical and dental coverage for self and loved ones while away
 - Enrollment of family members in DEERS
 - Long-term care insurance
- Arrange for paying taxes and bills (i.e., establish allotments, obtain powers of attorney, etc.). Click here for [Area Contact Information](#).

HOUSEHOLD READINESS:

- If single, identify a trusted 3rd party to:
 - Ensure bills are paid
 - Pet is cared for
 - Manage unexpected problems that may arise w/home or property during absence (via Power of Attorney)
- Provide copies of orders to loved ones or trusted 3rd party.
- Ensure security measures are in place:
 - Check smoke detectors and replace batteries as needed
 - Install a peephole and/or reliable security precautions at home

- Make sure locks on all doors and windows are firmly attached & functioning
- Make sure all entry ways are well-lighted for security
- Trim shrubs and bushes so that they don't hide windows and block doorways
- Make sure appliances & car are in good repair
- Check major systems and replace wiring, filters, etc. as needed
- Label fuses and circuit breakers, and brief family on their function
- Review exit plan in case of fire or other emergency
- Create a Personalized Disaster Preparedness Kit (http://www.fema.gov/preparedness/prepare_guides_links.shtm#guides) that includes:
 - flashlight w/batteries
 - first-aid kit
 - water (1 gallon per person per day; 3 day's worth)
 - food (store 3 days' worth of nonperishable foods)
 - portable radio
- Create an evacuation plan in the event of a Hurricane or other disaster
- Ensure all family members know where kit is kept and what the evacuation plan includes
- Make sure automobiles are in good repair and ensure that registrations are current
- Provide a list of trusted persons to contact for household repairs
- Make arrangements for moving, if necessary
- Make a list of health-care providers (helpful in an emergency)

- Review FCP with loved ones and trusted 3rd party
- Discuss “what to do” and “who to call” for emergencies
 - review DD Form 93
 - review SGLI – VA Form 29-8286