



# DEPARTMENT READINESS FOR DEPLOYMENT CHECKLIST

Be sure your department is ready to deploy. Use the following checklist. When complete, ask command leadership to provide your department with a Department Deployment Readiness Certificate.



- Deployment Readiness brief scheduled for single sailors
- Deployment Readiness brief scheduled for married personnel
- Service member has updated DEERS
- Service member has updated ID cards
- Service member has updated Will
- Service member has updated Powers of Attorney
- Service member has updated MyPay
- Service member has current budget and financial plan
- Service member has allotments or other automatic bill-paying set up.
- Service members has updated Dependency Application/Record of Emergency Data (NAVPERS 1070/602)
- Ombudsman has contact information for family members
- Family Support Group has contact information for family members
- Family Care Plan completed by all single parents
- Service member has provided family with command contact information including complete address and how to contact the command in case of an emergency
- Service member has uniforms, civilian clothes and personal items ready