

Pre-Deployment Checklist

GEICO has a rich history of serving the Military for over 75 years. This pre-deployment checklist incorporates items we have recognized as important to you, the men and women who proudly serve our country. Use this as a guide for preparing yourself and your family for an upcoming deployment, and be sure to take full advantage of the support services provided by your command and base.

Legal Matter

- ☐ Prepare a will.
- ☐ Create a living will for you and your spouse. Once completed, be sure your spouse, relative, or friend is aware of its contents.
- ☐ Consider giving Power of Attorney to someone that you trust to handle your affairs while you are deployed.
- ☐ Contact your [base legal office](#) for information on types of Power of Attorneys and advice on which one you should use.
- ☐ Contact your base legal office to assist you with updating or creating your will.
- ☐ Consider establishing a joint account with your spouse so they can more easily pay bills, buy groceries, and take care of finances.
- ☐ Review your current [life insurance coverage](#).
- ☐ Confirm your SGLI beneficiaries and update if necessary.
- ☐ If you are currently renting and need to cancel a lease agreement, notify your property management company of your upcoming deployment.
- ☐ Understand your rights under the [Servicemembers Civil Relief Act \(SCRA\)](#).

Legal Documents

- ☐ Will
- ☐ Copy of Emergency Data Card (DD Form 93)
- ☐ Burial and funeral instructions

Legal Documents

- ☐ Power of Attorney
- ☐ Insurance policies (Life, Health, Home, Vehicle, Flood)
- ☐ Tax Records
- ☐ Court orders (child support and custody documents, divorce paperwork, etc.)
- ☐ Social Security cards of each family member
- ☐ Birth certificates of each family member
- ☐ Marriage license
- ☐ Passports/Visas
- ☐ Citizenship/Naturalization paperwork
- ☐ Vehicle titles, registrations, and inspection information
- ☐ Copy of your most recent LES

Personal Property Matters

- ☐ Review your renters/homeowners policy.
- ☐ Notify your [homeowners insurance company](#) if your home will be vacant during your deployment.
- ☐ Notify your [renters insurance company](#) if you are storing your belongings in a storage facility.
- ☐ To ensure your mail is received, complete a temporary change of address form.
- ☐ Inventory and photograph your personal property for insurance purposes.
- ☐ Consider a safety deposit box to secure your high value items (\$1,500 or more).
- ☐ Consider a commercial storage facility to protect your personal property.

Home Maintenance

- ☐ Cancel your newspaper delivery.
- ☐ Cancel any unnecessary utilities, phone services, cable, etc.
- ☐ If you have any weapons, make sure they are secured and out of reach within your home. Notify your spouse of their location.
- ☐ Consider setting up a home security system.
- ☐ If you already have home security, make sure it is in working condition. If the alarm should activate, make sure you leave instructions with a trusted friend or family member.
- ☐ Replace all smoke detector batteries.
- ☐ Change air conditioning and heating system filters.
- ☐ Check and replace any fuses in your fuse panel if necessary.
- ☐ Make sure your spouse or significant other knows how to check fuses and circuit breakers.
- ☐ Make sure your spouse or significant other knows how to turn off your water heater, water pump, furnace, and any other major household systems.
- ☐ Make any repairs or complete any maintenance that may need to be done prior to deploying.

Create a **household emergency kit** for your family

Flashlight	Candles	First Aid Kit	Fire extinguisher	Extra batteries
Matches	Electrical Tape	Bottled Water	Canned Food	Cash

Auto Matters

- ☐ If your vehicles will not be driven, contact GEICO to place your car or motorcycle into a [Storage Protection Plan](#).
- ☐ If you take your vehicle overseas or will be purchasing a vehicle overseas contact [GEICO's Overseas Department](#) at [\(800\)248-4998](#).
- ☐ Check your [insurance ID cards](#) to make sure you have the most recent copy and keep a copy of up to date ID cards in your vehicle.
- ☐ Ensure that maintenance records are up to date and kept in the vehicle.
- ☐ Complete any necessary vehicle maintenance (i.e. oil changes, transmission flushes, tires rotated, etc.).
- ☐ Make sure the spare keys to your vehicle are kept in a safe place.
- ☐ Keep an emergency roadside kit in vehicle.
- ☐ Add [Emergency Road Service](#) coverage to your insurance policy.
- ☐ Keep Emergency Road Service cards in the vehicle.
- ☐ Call GEICO and give 3rd party authorization to a trusted individual to take care of your insurance matters while you are deployed.

Create a **roadside emergency kit**:

Flares	Jack	Spare Batteries	First Aid Kit	Blanket	Flashlight
Spare Tire	Maps	Jumper Cables	Ice Scraper	Tool Kit	Bottled Water

Financial Matters

- ☐ Notify your credit card companies that you will be deployed.
- ☐ Create a record of accounts with account information and bill due dates—maintain in a secure place for whoever is taking responsibility for bill payments.
- ☐ Due to increased overseas fraud, consider purchasing [GEICO's Identity Theft Protection policy](#).
- ☐ Record financial account numbers in a secure location and take a copy of that record with you when you deploy.
- ☐ Review investment options with a financial advisor.
- ☐ Discuss budgets for home and deployment expenses.
- ☐ Plan for unexpected car maintenance and home repair expenses.
- ☐ Consider keeping additional funds in your checking account at all times.
- ☐ Set up automatic payments—have your bills paid on time automatically.
- ☐ Ensure your automatic payment account information is up to date including card numbers and expiration dates so payments can continue.

Family Matters

- ☐ Update your Emergency Data Form ("Page Two") with your family's most current contact information.
- ☐ Ensure ID cards are current for your dependents and will not expire during your deployment.
- ☐ Notify your children's school of your deployment.
- ☐ Arrange care for your pets. Ensure veterinary records are up to date. Contact your veterinarian if someone will be taking care of your pet.
- ☐ Make sure your spouse has all necessary [Tricare](#) and [dental plan](#) information.
- ☐ Create a memory book with your family (family photos, mementos, etc.).

Family Matters

- ☐ Make a personal bag to bring on deployment that includes pictures of loved ones and mementos from home.
- ☐ Record a birthday greeting for your child or spouse if they will be celebrating their birthday while you are deployed.
- ☐ Look into international calling plans for your home and cell phones to help maintain contact with your family.
- ☐ Familiarize yourself and your spouse with the various options for internet chatting (i.e. Skype, Facebook chat functions, etc.).
- ☐ Set up your Skype account before you leave for your deployment to avoid having to ask a family member to do it on your behalf.

Medical

- ☐ Make sure your prescriptions are current.
- ☐ Have a spare set of eyeglasses and/or contact lenses.
- ☐ Designate a medical power of attorney for health care decisions in the event of injury.

Miscellaneous

- ☐ Enroll in [Paperless Policy and Paperless Billing](#) options for easy access to policy documents.
- ☐ Create list of any computer or banking passwords your spouse or significant other may need to access.
- ☐ Create a list of important phone numbers and email addresses to bring with you on deployment.

Contact Numbers

Tricare

Dental

Local hospital

Doctor

Dentist

Ombudsman

Red Cross

Electric Company

Water Company

Sanitation

Housing

Relatives

Bank/Credit Union

Schools

Electrician

Plumber

MWR

Veterinarian

GEICO Service Center

[\(800\) MILITARY \(645-4827\)](tel:8006454827)