

## **Section C-1 Family Member Readiness**

The contents of this Toolkit have been developed to assist you in your efforts to support family readiness. Every effort has been made to ensure that the information provided is current and accurate. However, because statutory and regulatory changes may have occurred since the publication of this Toolkit, the Office of the Assistant Secretary of Defense for Reserve Affairs cannot assume responsibility for its continued accuracy. Before taking any significant action based on the contents of this Toolkit, you should contact your Family Readiness Program representative or legal officer, as appropriate, to secure the most current information.

**Family Readiness Checklist**

## **Family Readiness Checklist**

The Service Member TAB in the Toolkit contains extensive worksheets, which cover personal history, employment records, automobile information, insurance, property ownership and safekeeping, and financial management (Sections B-1, B-6-4). Go over these sections with your spouse. Familiarize yourself with the information and clarify any questions that you may have. These forms may be invaluable to you during an extended training or deployment. This family readiness checklist targets tasks you should accomplish before your sponsor deploys. Take the opportunity to check your readiness. Customize the list to meet your family's specific and individual needs.

It is important to have the documents and items listed below available for day-to-day living and in case of an emergency. Keep your important papers in a safe place so that you and your spouse and someone outside of your house (family member or trusted friend) know where they are.

### **Medical**

- Are you and all the family members enrolled in DEERS? Contact 1-800-538-9552 (in California: 1-800-334-4162).
- Do you know about your TRICARE benefits? Check [www.tricare.osd.mil](http://www.tricare.osd.mil) for information on benefits and other health care information. The web site contains the toll-free number that corresponds to your region (i.e., TRICARE Northwest, Mid-Atlantic, etc.).
- Do you know the status of your spouse's civilian employer health and/or dental coverage?
- Do you have medical or dental benefits from your employment?
- Are immunizations for each member of the family up-to-date?
- Are the names and numbers of the medical facilities, physician, and dentist readily available?
- Do you have a medical power of attorney?

### **Personnel/Administrative**

- Do you have a current military ID card?
- Does every eligible family member have a current military ID card?
- Do you know where to go if you need to replace an ID card, or if one is lost?
- Do you have copies of your spouse's military orders?
- Do you have a copy of your sponsor's Family Care Plan (FCP)?

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- Do you have pertinent unit information: names (points of contact), telephone numbers, address (a complete form is provided in Section C-1-2)?
- Are you listed in the unit family readiness group (FRG) telephone roster?
- Do you have the name and phone number of the key caller who can provide you with unit information?
- Do you know the names and telephone numbers of the unit family readiness program?
- Do you have a Power of Attorney to take any necessary action on important family matters?
- Where do you keep your Power of Attorney? Is it stored in a safe, secure, or fireproof location?
- Do you have a copy of every family member's birth certificate? Where are they kept?
- Do you know where your marriage certificate is kept?
- Where are all of the important papers kept (i.e., adoption papers, Court Orders, divorce decrees, etc.)? Are they stored in a safe, secure, and fireproof location?
- Does every family member have a Social Security Number? Where are they kept?
- Do you know where the federal and state tax forms are kept?
- Do you know where to go for tax assistance (if applicable)?
- Where are insurance papers kept?
- Where are stocks, bonds, and securities kept? (refer to table in Service Member TAB)
- Do you have an up-to-date will? If so, where is it kept?
- Does your spouse have an up-to-date will? Where is it kept?
- Do you have a set of duplicate keys for your residence?
- Where are the keys kept?
- Do you have a list of important people and telephone numbers readily accessible who are not listed elsewhere (family members, attorneys, business associates)?

### Finance

- Will there be money immediately available and on a continuing basis during your spouse's absence?
- Is your name on the bank account where his/her military pay is deposited?

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- What type of accounts does your family have?

| <b>Type of Account</b> | <b>Name/Location</b> | <b>Comments</b> |
|------------------------|----------------------|-----------------|
| Checking               |                      |                 |
| Savings                |                      |                 |
| Money Market           |                      |                 |
| Other (specify)        |                      |                 |

- Where are the bankbooks located? Do you know the account numbers?
- Does your family have a safety deposit box? If so, where are the box and key located?
- Are all credit card numbers written down and in a safe place? (See Service Member TAB)
- What are the companies' numbers and address in case of loss or theft?

| <b>Name of Credit Card</b> | <b>Account #</b> | <b>Telephone # and Address</b> |
|----------------------------|------------------|--------------------------------|
|                            |                  |                                |
|                            |                  |                                |
|                            |                  |                                |
|                            |                  |                                |
|                            |                  |                                |
|                            |                  |                                |

- Are you ready to take complete control of all of the accounts?
- What payments must be made? When and to whom should the payments be made?

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| <b>Type of Payment</b>                 | <b>Account Number</b> | <b>Address</b> | <b>Phone Number</b> | <b>Comments</b> |
|----------------------------------------|-----------------------|----------------|---------------------|-----------------|
| Mortgage/rent                          |                       |                |                     |                 |
| Telephone                              |                       |                |                     |                 |
| Water and sewage                       |                       |                |                     |                 |
| Electricity                            |                       |                |                     |                 |
| Trash                                  |                       |                |                     |                 |
| Insurance                              |                       |                |                     |                 |
| Taxes                                  |                       |                |                     |                 |
| Gas (home heating)                     |                       |                |                     |                 |
| Credit cards (listed above)            |                       |                |                     |                 |
| Other debts (automobile, furniture...) |                       |                |                     |                 |
| Other (specify)                        |                       |                |                     |                 |

- Do you know who to contact regarding Direct Deposit problems or other military finance issues?

**Transportation**

- Are you familiar with the responsibilities for the automobile(s)?
- What is the name and address of the company holding the lien on your vehicles (if applicable)?
- Where are the title(s) kept?
- Is a copy of the registration in the vehicle(s)?
- Do you have (need) a Department of Defense (DoD) or military installation sticker on your vehicle(s) so that you can access services?

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- When is the renewal date for the license plates and safety inspections?
- Do you have a duplicate set of keys? If so, where are they located?
- Do you know where to go for emergency repairs on the vehicle(s) (i.e., flat tire, dead battery, etc.)?
- If you do not have a driver's license, or do not drive, what transportation arrangements have been made for you and your family?
- Who can you call for emergency transportation?

### **Housing**

- Do you know where and how to use the electrical control box?
- Do you know the location of water control valves to shut off in case of an emergency (broken or leaking pipe)?
- Do you know the location of the gas control valves for shut off in case of an emergency (leaking pipes or fire)?
- Do you know the names and telephone numbers of individuals to call in case repairs are needed?