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

<table>
<thead>
<tr>
<th>Flashlight</th>
<th>Candles</th>
<th>First Aid Kit</th>
<th>Fire extinguisher</th>
<th>Extra batteries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matches</td>
<td>Electrical Tape</td>
<td>Bottled Water</td>
<td>Canned Food</td>
<td>Cash</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Flares</th>
<th>Jack</th>
<th>Spare Batteries</th>
<th>First Aid Kit</th>
<th>Blanket</th>
<th>Flashlight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spare Tire</td>
<td>Maps</td>
<td>Jumper Cables</td>
<td>Ice Scraper</td>
<td>Tool Kit</td>
<td>Bottled Water</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tricare</td>
<td></td>
</tr>
<tr>
<td>Dental</td>
<td></td>
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<tr>
<td>Local hospital</td>
<td></td>
</tr>
<tr>
<td>Doctor</td>
<td></td>
</tr>
<tr>
<td>Dentist</td>
<td></td>
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<tr>
<td>Ombudsman</td>
<td></td>
</tr>
<tr>
<td>Red Cross</td>
<td></td>
</tr>
<tr>
<td>Electric Company</td>
<td></td>
</tr>
<tr>
<td>Water Company</td>
<td></td>
</tr>
<tr>
<td>Sanitation</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td></td>
</tr>
<tr>
<td>Relatives</td>
<td></td>
</tr>
<tr>
<td>Bank/Credit Union</td>
<td></td>
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<tr>
<td>Schools</td>
<td></td>
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<tr>
<td>Electrician</td>
<td></td>
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<tr>
<td>Plumber</td>
<td></td>
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<tr>
<td>MWR</td>
<td></td>
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<tr>
<td>Veterinarian</td>
<td></td>
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<tr>
<td>GEICO Service Center</td>
<td>(800) MILITARY (645-4827)</td>
</tr>
</tbody>
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