

# 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](tel:8002484998).
- 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	<input type="text"/>
Dental	<input type="text"/>
Local hospital	<input type="text"/>
Doctor	<input type="text"/>
Dentist	<input type="text"/>
Ombudsman	<input type="text"/>
Red Cross	<input type="text"/>
Electric Company	<input type="text"/>
Water Company	<input type="text"/>
Sanitation	<input type="text"/>
Housing	<input type="text"/>
Relatives	<input type="text"/>
Bank/Credit Union	<input type="text"/>
Schools	<input type="text"/>
Electrician	<input type="text"/>
Plumber	<input type="text"/>
MWR	<input type="text"/>
Veterinarian	<input type="text"/>

GEICO Service Center

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