

SOLDIER'S CHECKLIST

Automotive:

- _____ Proper periodic maintenance up-to-date (oil change, lubrication, tune- up, fluid levels)
- _____ Equipment in good condition (brakes, tires, battery, lights)
- _____ Insurance policy adequate (liability, medical, uninsured motorists, damage to automobile)
- _____ Road service policy (if desired; provides assistance with flats, lock-outs, and other emergencies)
- _____ Vehicle registration/license (on post and state) and renewal dates current/known
- _____ State annual safety inspection current and renewal date known
- _____ Driver's license for spouse current and renewal date known
- _____ Spouse has automotive papers (tire warranty, battery guarantee, insurance policy, road service card)
- _____ Spouse has automobile information: warranties/guarantees in effect and from whom; correct tire pressure and how to inflate and check tires; oil to use and how to fill and check dipstick; gasoline to use; where to go for maintenance and repair services; how to get emergency road service; where car keys and spares are located
- _____ Spouse familiar with bus routes and alternative transportation in case the family car is out of service

Family:

- _____ Unit has the complete current address and telephone number for your family, along with the names, addresses, and telephone numbers of one or two relatives, neighbors, or friends who will know where your family is living (if you do not have a phone, list neighbors' numbers)

Make sure spouse has:

- _____ Name, address, and telephone number of your landlord or mortgage company
- _____ Names, addresses, and telephone numbers for your commander, Army Community Service Center, Guard or Reserve Family Program Coordinator, rear detachment commander, and Family Readiness Group Representatives
- _____ Current ID cards for each member of your family (check expiration dates)
- _____ Keys (house, car, garage, personal storage company, safety deposit box)
- _____ Marriage certificate
- _____ Birth certificates
- _____ Insurance policies (life, home, automobile)
- _____ Family social security numbers
- _____ Deeds and/or mortgage papers
- _____ School registration papers
- _____ Proof of service documents
- _____ Copies of orders and all endorsements
- _____ Shipping documents and/or household goods inventory
- _____ Court orders for support and custody of legal dependents
- _____ Unit mail card

And if appropriate:

- _____ Naturalization papers
- _____ Divorce decree and separation agreements
- _____ Adoption papers
- _____ Death certificate

Financial:

- _____ Class EE Savings Bond allotment applied for (if desired)
- _____ Bank or credit union accounts in both names with an “or” rather than an “and” between the names (checking, savings, and any other accounts)
- _____ Spouse has account number, bank books, checkbooks, ATM card
- _____ Spouse has credit cards, bills, information on amounts due, and when and how to report lost cards
- _____ Spouse knows amounts due on loans, monthly payment dates, addresses and phone numbers of loan companies
- _____ Spouse is aware of savings bonds and securities owned, where they are, and how to gain access to them if needed
- _____ Spouse has a signed release from the soldier to pick up a copy of LES
- _____ Spouse is aware of all bills that need to be paid routinely, with address and telephone number for each (rent or mortgage, car payment, telephone, electricity, appliance/furniture payments, water, credit cards, garbage collection, all types of insurance, debt repayment, cable television, dues and subscriptions, and so on)
- _____ Spouse has access to copies of state and federal income tax returns for the last five years; the name, address, and telephone number of the person or company who helped you with your return last year, along with information, forms, and tax deductible receipts for the current year
- _____ Spouse knows where to go for financial assistance in times of crisis: Army Community Services, Army Emergency Relief, rear detachment commander, Family Assistance Center, Guard or Reserve Family Program Coordinator

Legal:

_____ Spouse has the name, address, and telephone number of your private or military attorney or legal advisor

_____ You and your spouse have current wills to specify how you want your property handled and distributed in the case of the death of either

_____ If needed, spouse has Power of Attorney giving him or her the right to sign your name and do the things you could do if you were actually present; may be specific or general

_____ Spouse has copies of all insurance policies, along with the name and telephone number of your insurance agents

_____ Spouse has information on where to go for legal aid: Legal Assistance Office, rear detachment commander, Family Assistance Center, Guard or Reserve Family Program Coordinator

Medical:

_____ Spouse has family medical cards/knows how to get medical records

_____ Spouse has family immunization records; shots are up to date

_____ Spouse knows medications/allergies of all family members

_____ Prescriptions (medical and optical) are readily available

_____ Rear Detachment Officer/ACS knows of family members with special needs, Exceptional Family Member Program, or chronic medical condition

_____ Spouse has phone numbers for medical and dental services: emergency care, outpatient and inpatient medical care, pharmacy, routine or emergency dental care, and health benefits advisor for assistance with TRICARE

Security/Safety:

- _____ Military or local police crime prevention survey for your quarters has been conducted
- _____ Your home or apartment has at least a front door “peephole” and adequate locks on all doors and windows
- _____ Your smoke detector is working and has a new battery
- _____ Fire extinguishers are charged and are in good working condition; family members know where they are and how to use them
- _____ Your family is familiar with alternate exits they can use to leave the home from each room in case of fire or other emergency
- _____ Spouse knows how to reach police, MPs, fire department, ambulance, poison information center, chaplains, help line; locate numbers by the telephone
- _____ Spouse and older children know how to turn off electricity, water, and gas in case of an emergency