Military & Family Readiness Center
Pre-Deployment & Short Tour Checklist

PERSONAL MATTERS	YES	NO	N/A
Discussed deployment actions/feelings with family (to include children).			
Discussed with family the methods/frequency of communication during the deployment.			
Discussed M&FRC assistance, programs, and potential family contact.			
Prepared a Family Care Plan (done in the unit through the First Sergeant).			
Ensured all family member ID cards are current or obtained new ones.			
Ensured the DD Form 93, Record of Emergency Data is current.			
Either enrolled family in DEERS or verified enrollment, as appropriate.			
If family is relocating, make appropriate arrangements for moving.			
If family is relocating, learned about out of state Tricare medical and dental coverage.			
Made a list of appropriate healthcare providers, if appropriate.			
Provided First Sergeant's name and number and name and number of Key Spouse			
Provided mailing address at deployed location.			
LEGAL MATTERS	YES	NO	N/A
Created and/or updated my will.			
Designated a Power of Attorney (NOTE: A "General" Power of Attorney should be issued; a "Special" Power of Attorney is required for specific things like financial situations, military pay actions, selling a vehicle or a home, etc.).			
Designated legal guardians for children.			
Safely stored important papers/documents and notified spouse/parents of location.			
FINANCIAL MATTERS	YES	NO	N/A
Discussed how to manage financial matters during the deployment.			
Established necessary allotments.			
Make arrangements for the service member to have access to money while deployed.			
Developed a budget, if appropriate.			
If not enrolled in SGLI, selected and/or considered appropriate life insurance.			
Arranged/made arrangements for paying bills/taxes (with spouse, bank or companies).			
Review your auto insurance coverage. Notify your insurance company if your car will be idle or placed in storage. Adjust coverage as necessary			
Ensure your license plates and inspections are current.			
PRACTICAL MATTERS	YES	NO	N/A
Put security measures in place (i.e., additional locks, security system, medical alert, etc).			
Checked smoke detectors and replaced batteries, as appropriate.			
Made sure appliances are in good repair.			
Made sure auto(s) are in good repair.			
Prepared/provided spouse with a list of people to contact for household repairs.			
Made arrangements for household repairs and lawn care, if applicable.			
Prepare a household emergency kit.			

FAMILY SUPPORT RESOURCES

M&FRC Family Resources

FREE GIFT CARD
Family can receive 1 gift card every 30 days you are deployed. Bring orders to M&FRC Bldg 794 to pick up gift card.

Free Custom Pillowcases
Custom made pillowcases. Email ronald.baker_intong@us.af.mil for more information.

Free Blankets
Blankets of all shapes, sizes, materials, and colors. Stop by M&FRC Bldg 794

Free Lawn Care
Free lawn care for families with somone deployed. Now open to all ranks
www.projectevergreen.org to sign up for care
Urgent needs first (pregnant spouse, young children in the home, disabled spouse with urgent financial or medical situations)

Free Personal Financial Counselor
Cindi Thomas
478-703-7071
pfc2.robins@magellanfederal.com

Family Events and Briefings
Check out 78 FSS Facebook page, website, or email ronald.baker_intong@us.af.mil to get on our Deployed & Remote Family monthly newsletter
Website: robinsfss.com
Facebook: https://www.facebook.com/78FSS/

Military & Family Readiness Center
- (478) 926-1256

American Red Cross
- 1-877-272-7337 To reach out to your family in times of emergency, 24 hours a day, 365 days a year.

Military One Source
- 1-800-342-9647

Robins Military & Family Life Counseling
- (478) 501-0730 or (478) 955-1666

Robins Air Force Base Chapel
- (478) 926-2821

Robins Legal Office
- (478) 926-9276
  https://aflegalassistance.law.af.mil
  write down ticket ref # (case sensitive)

Command Post
- DSN: 497-2612 Comm: 478-327-2612

Point of Contacts

Supervisor's Phone/Email	
First Sergeant Phone/Email	
Key Support Liaison Phone/Email	

Other Point of Contacts to list below.
Think of emergency. Doctor, plummer, family, etc.

1)

2)

3)

For additional helping agencies, scan QR code

Deployed Support Websites

Hug a Hero Doll
Make a huggable doll with the picture of your loved one. 15% off code use military15
www.hugahero.com

Build a Welcome Home Sign
Make a free welcome home sign. Just pay shipping.
https://www.buildasign.com/troops

Tickets for Troops Program
We team up with major sports teams, leagues, promoters, organizations, venues and every day event ticket holders to provide free tickets to currently serving and veterans of all branches of the US military.
Visit Vettix.org for details

Hero's Wish
Provides special experiences for deployed service members, severely wounded warriors, and families of those killed in action. Active Duty members may apply within six months before or after deployment.
Visit Vettix.org for details.

Operation Gratitude
Free care packages for deployed service members visit **OperationGratitude.com to request one.**