

# PREPARING FOR DEPLOYMENT

Quick  
Reference Guide



FIRST COMMAND  
EDUCATIONAL  
FOUNDATION<sup>SM</sup>

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FINANCIAL READINESS FOR LIFE

## SO YOU'RE BEING DEPLOYED

Deploying is never easy, but preparation can help make it smoother for you and your loved ones. Let's look at some items you need to address before you leave.

### FINANCIAL

- Budget
  - Review or create your current budget
  - Identify all your debts and determine your debt status/load
  - Revise your budget, and create a personal budget for the service member, to account for deployment changes (pay, allowances, deductions, expenses, etc.)
  - Prioritize financial needs and identify strategies to reduce expenses and debt and increase savings, investments, and insurance and asset protection
- Insurance
  - Assess medical, dental, life, mortgage/renter/property, auto, etc., insurance needs and providers for adequacy
  - Ensure insurance (auto, life/SGLI, property, etc.) policies up to date
- Credit
  - Notify credit card companies, check credit record, establish Active Duty Alert, etc.

- Investigate Servicemembers Civil Relief Act (SCRA) benefits (loan interest rate cap, home foreclosure protection, vehicle repossession protection, lease termination, etc.)
- Savings and Investments
  - Review and evaluate savings and investments
  - Consider participating in DoD Savings Deposit Program
- Develop SMART goals to implement financial strategies
- Determine who will take care of financial affairs during deployment and discuss financial preferences
  - Ensure designated person(s) has access to *myPay*, Direct Access, etc.
  - Establish appropriate power(s) of attorney, etc.
  - Set up direct deposit, online bill payment, deployment credit card, etc. to simplify money management
- Taxes
  - Investigate changes in tax liabilities and benefits (tax-free combat pay, TSP contributions, etc.)
  - Investigate tax filing extensions (Combat Zone/Contingency Operations, non-combat zone extensions)
- Determine means to review credit reports, monitor budget, track paycheck changes, monitor bank and credit accounts, monitor financial plan

## MILITARY

- Ensure DEERS is up to date
  - Review military family and survivor benefits (SGLI, SBP, DIC, etc.)
- Ensure allotments are current and correct; contact your pay office for changes
- Update *DD Form 93, Record of Emergency Data*
- Determine best way to optimize TSP contributions with tax-free pay
- Ensure service record is up to date and proper beneficiaries designated
- Update Family Care Plan

## LEGAL

- Obtain or update will, living will, guardianship documents, etc.
- Ensure beneficiary designations (life insurance, IRAs, TSP, bank, etc.) are up to date
- Ensure auto title/registration, mortgage documents, birth certificates, Social Security documentation, citizenship paperwork available as necessary

## **HOME & HOUSING**

- Review housing options (on-base, off-base)
- Notify landlord as necessary
- Ensure outstanding home or car maintenance accomplished
- Is alarm system working?
- Arrange for maintenance services such as lawn, pool, snow removal, etc.
- Ensure caretaker knows how to handle home emergencies
- Develop or update property inventory
- Cancel newspaper, phone, cable, etc.
- Submit change of address request to post office

## **RELATIONSHIP**

- Establish family support network
- Ensure spouse/partner has emergency plan (command name and mailing address, chain of command information, ombudsman/key spouse/family readiness group contact, etc.
- Talk with spouse/partner, parents, etc., about mutual concerns and feelings
- Talk with children about absence and their concerns
- Encourage frequent communications among family members
- Arrange for e-mail, Skype/Zoom/Facetime/etc., communications

## TIPS FOR SPOUSES/PARTNERS

- Attend deployment/mobilization meeting and take notes
- Know how to contact unit representatives for assistance
- Have copy of member's orders, stored appropriately for security purposes
- Know member's travel itinerary (may be sensitive information)
- Participate in creating emergency/family plans
- Ensure you have house and car keys, appropriate passwords, etc.

## WHEN YOU RETURN

- Ensure special deployment pay arrangements terminated accordingly
- File income taxes
- Adjust budget for non-deployment income
- Modify special financial arrangements (POA, credit alert, allotments, TSP contributions, insurance) as needed
- Review finances to pay off high-interest debt, build savings, make major purchase, contribute to investments, etc.
- Plan for time to adjust to being back home and in a new routine
- **Relax!**

## RESOURCES

- Financial
  - FCEF Spending Plan Tool (budget)
  - Dept. of Veterans Affairs (SGLI)
  - Equifax, Experian, TransUnion, Annualcreditreport.com (credit report tools)
  - Servicemembers Civil Relief Act (SCRA)
  - DoD Savings Deposit Program
  - *myPay, Direct Access* (military pay sites)
  - *IRS Pub. 3, Armed Forces' Tax Guide*
- Military
  - Thrift Savings Plan website
- Spouses/Partners/Return
  - United Services Organization (USO) (variety of military-friendly events)
  - Armed Services YMCA (programs for military families)
  - National Parks pass (free pass to active duty members)
  - Project Evergreen (assists military families with lawn care, snow removal)
  - Operation Hero (free after-school tutoring)
  - American Red Cross (emergency messages to deployed service member)
  - Military One Source (professional counseling)
  - Suicide Hotline/Veterans Crisis Support Line (24/7 hotline for service members and spouses)



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