

1.4 Always Prepared: A Personal Readiness Plan

Before starting any journey, there is always a certain amount of preparation needed. This is especially true as service members experience more frequent deployments and separations. Prepared in advance, a Personal Readiness Plan will help you through emergencies or during separations and is the key to having a positive military experience. Civilians will also find these checklists useful to ensure all family members are prepared. Do it today!

Military Preparation

- Dependent ID Cards are current
- Updated SGLI
- Updated Emergency Data

Practical Preparation

- Vehicles
 - Insurance
 - Registration/Title
 - Base or City Sticker
 - Inspection
 - Maintenance
 - Specifics (tire type, oil, battery type, mechanic information)
- Wills
- Power of Attorney

Financial Preparation

- Establish a spending plan
- Identify annual expenses (personal property, insurance, etc.)
- Utility bills
- Phone bills
- Credit card limits and how to report lost cards
- Budget for gifts
- Separate checking accounts (if deployed)
- Allotments
- Direct deposit with split pay
- Establish savings accounts
- Establish emergency funds (at least one month's pay)

Emergency Plans

- Know location of important papers
 - Marriage and birth certificates

- Passports
- Insurance policies
- Mortgage papers
- Court orders for child custody
- Copies of personnel records or orders.
- Complete a [Family Communications Plan](#) for all family members
- Ensure family members and extended relatives have information: Service Member's Full Name: _____

Social Security Number: _____

Military Unit and Telephone Number: _____

Name of Commander and Senior Enlisted Advisor: _____

Readiness Support Group POC and Telephone Number: _____

Local Red Cross Telephone Number: _____

Medical Plans

- Medical cards are current and readily available
- Shot records are current and readily available
- Current prescriptions for medicine or optical wear are available

Security and Safety Plans

- Have local or military police conduct a crime prevention survey on your house/apartment
- Smoke detector has a current battery and has been tested
- Fire extinguishers are charged, are accessible, and all family members know how to use
- All family members know how to reach emergency personnel. Phone numbers are located near all telephones
- All family members know how to turn off electricity, water and gas in case of emergency