



**CNIC AFLOAT RECREATION & FITNESS PROGRAM
PERSONAL PREPAREDNESS CHECKLIST - DEPLOYMENT**

DEPLOYMENT CHECKLIST

✓	Important / Legal Documents. Do you or a family member know where to locate the following?	
	Birth Certificate	Medical Records
	Marriage License	Dental Records
	Divorce Decrees	Veterinarian Records for each Pet
	Death Certificates	Valid will. Do you need / have one?
	Passports / Visas - Don't leave home without it! (Every Fun and Fit Boss should have a No-Fee Passport)	
	Insurance Policies (life, health, home, vehicle, flood, others). Is the amount and beneficiary information current for Life Insurance?	
	Real Estate Documents (lease, deed, first and second mortgages)	
	Car / Motorcycle Title, Registration and Inspection	
	Most recent pay stub. https://my.adp.com/static/redbox/login.html	
	Current Addresses, Phone Numbers and Email Addresses of Immediate Family Members.	
	Have you updated family contact information in the Navy Family Accountability and Assessment System (NFAAS) either under practical prep or emergency prep? https://navyfamily.navy.mil	
	Will a general or specific power of attorney be needed to manage your affairs in your absence?	
	Will your ID card expire during deployment?	

✓	Financial Preparation	
---	------------------------------	--

	Monthly spending plan for the deployment including any pay changes and additional deployment-related expenses. Be sure to account for your mess bill in your spending plan. It averages about \$300/month. If you leave the ship during an underway (advance dets, etc.), be sure to let the S-5 Divo know so that you do not get charged for meals on those dates.	
	Arrangements to pay bills including payments to creditors. Do they have your correct address and/or did you sign up for paperless statements?	
	Do you know how to access ADP lpay? https://my.adp.com/static/redbox/login.html	
	If you have money going to retirement, have you checked your pay stub to be sure it reflects?	
	Have you established a financial goal(s) for this deployment such as pay off a vehicle, increase savings, save money to purchase a new vehicle, etc.?	
	Is pay distribution set up the way you want? Direct deposit to correct account(s)? Any allotments or automatic check drafts? If Navy Cash is available on your ship, is it set up properly so that you can transfer money to your Navy Cash card?	
	Do you have overdraft protection for your checking accounts?	
	Will your debit / credit cards expire during the deployment? Do your debit / credit cards have a chip?	
	Have you contacted your bank / credit card companies to let them know that you will be traveling overseas?	
	How will you be paying rent / mortgage / utilities (if you are maintaining a household)? If you have items in storage, ensure you set up automatic payments.	
	Are there any annual / quarterly expenses, such as car or home insurance payments, due while you are deployed? If so, how will they be paid?	
	Phone bills (long-distance, cell phone plan). Can you suspend your account while deployed so that you can keep your existing number? How much does it cost if you want to use your phone while overseas? (Your cell phone will not work once you get past a certain range out-to-sea.)	
	Taxes due while deployed? Do you have all the necessary documents? Do you have a specific power of attorney if someone else will be filing your taxes, or are you going to request a filing extension?	
	It is recommended to have a personal credit card for use overseas.	
	Check Book. Check to see if the ship still take checks.	

✓	Vehicles	
---	-----------------	--

	Are vehicle insurance, tags, registration, title and inspection stickers current?	
	Is all routine maintenance current?	
	Have you made arrangements for storing your vehicle?	



**CNIC AFLOAT RECREATION & FITNESS PROGRAM
PERSONAL PREPAREDNESS CHECKLIST - DEPLOYMENT**

DEPLOYMENT CHECKLIST	
✓	Vehicles continued
	Have you talked with your insurance agent about reducing coverage while your vehicle is in storage?
	If a friend or family member is storing your vehicle for you, does your insurance cover them?
✓	Housing
	Are you able to terminate your lease due to deployment? Will there be a financial penalty?
	If you plan to maintain your house or apartment, is your renter's / homeowner's insurance current and does it cover replacement costs?
	Is your house / apartment prepared if it will be vacant for an extended period during deployment? Did you stop mail and newspaper, turn off or reduce temperature of water heater, air conditioning or heat? Do you have a plan for routine maintenance and lawn care?
✓	Pets
	Have you made arrangements for your pets to be cared for by family, friends or an animal foster care group?
	Does your pet's caregiver have a copy of veterinary and immunization records, current license (if required) and your vet's contact information?
	Have you made arrangements to pay for food, treats and vet care while deployed?
✓	Emergencies
	Does your family know to contact your CNIC Supervisor or the American Red Cross in case of an emergency?
	Does your family have the name and number to your CNIC Supervisor and military supervisor?
✓	Personal Preparation
	You are an integral part of the crew. The better prepared you are the happier you will be which in turn will aid you in taking care of the crew. Loading for deployment is a long process. Don't try to bring everything onboard the night before deployment!! The attached packing lists include recommendations from previous Fun/Fit Bosses. There may be other items important to you that need to be added.
	Clothes for all kinds of weather. (See the attached lists for packing suggestions.)
	Do you have phone numbers / addresses / email addresses for those you want to contact?
	Family knows command name and complete official mailing address.
	Give friends and family your mailing information in case they want to send you care packages. ☺
	Give friends and family your ship email address because personal email servers may not always be available.
	Toiletries. If you are particular about a certain brand, think about how much you use in one month and multiply by six! The Ship Store carries necessities, but sometimes they run out of certain items on deployment. You can order some items online, but check for restrictions. (See the attached lists for packing suggestions.)
	Prescriptions / Allergy Medicine. If you have prescriptions, be sure to bring at least a six month supply with you and / or discuss with the insurance company regarding 'prescription by mail' options. Again, if there are particular brands you use, it may be best to bring it with you.
	Laundry soap. If you're sensitive or allergic to certain brands, bring what you need with you. The only place you may be able to get variety is if you pull into a US Naval installation port. You can put your clothes in ship's laundry, but typically past Fun/Fit Bosses wash underclothes and regular clothes in the "self-serve" laundry.
	Stationery. When you are deployed, sometimes you can send letters for FREE! If you want to mail pictures back, it's better to have envelopes on hand. Otherwise you may have to pay to mail them.
	OPSEC. Let your family and friends know that OPSEC is #1, so no discussing dates and locations over unsecured networks. Sometimes communications will be limited or non-existent so tell them 'DON'T FREAK OUT!' They can link up with Chip or Steve if they have concerns.
	Consider getting an online shopping account that offers free shipping (\$100/yr - ships quickly to FPO addresses).
	Consider asking family or friends if they can give you cards to open for bad days, good days, birthday, and holidays. Keep them until you need them or it's the right date to open.
	Take lots of pictures!



**CNIC AFLOAT RECREATION & FITNESS PROGRAM
PERSONAL PREPAREDNESS CHECKLIST - DEPLOYMENT**

FEMALE PACKING LIST (SUGGESTED)

✓ Toiletries / Bath	
Shampoo and Conditioner	Robe and/or towel wrap for transiting to the shower.
Body Wash / Soap	Towels - Microfiber/camping towels take up less space and dry quickly!
Hair Product / Dry Shampoo	SHOWER SHOES!! DO NOT FORGET!! Get some cheap ones.
Shaving Cream	Bag for toiletries
Face Wash	Shower caddy
Deodorant	Loofah and replacements
Baby Wipes (If there's a water restriction, this will save you!)	If you wear glasses or contacts, have an extra pair. Remember to bring any solutions, cases, etc.
Sunscreen	Wash Cloth
Baby Powder and/or Shoe Deodorizer (Take care of your feet.)	Razors and replacements
Lip Moisturizer and/or Lip Scrub	Pumice stone or similar (In case you need it.)
Moisturizer and Body Lotion	Cotton balls or similar, and cotton swabs.
Hand Sanitizer....carry it everywhere - germs are NO JOKE on the ship!	Hair straightener / blow dryer (Remember, don't use U.S. products overseas in port without a transformer.)
Toothbrush, toothpaste, and floss	Hair brush and hair ties
Feminine Hygiene products (If you prefer a particular brand.)	Face masks (It's fun to have "spa day" in your room sometimes.)
Makeup (if you wear it) and Makeup Remover	Tweezers
Under eye cream	Nail clippers and nail file
Perfume	Nail polish and remover

✓ Your Rack (Bed)	
Pillow	Sheets (twin)
Sleeping bag (If you don't want to always use blankets.)	Memory foam topper (twin)
Blanket / comforter	Mattress pad (twin)

✓ Medications (Again, if there are certain brands you like to use, then bring the items with you. You should be able to use Medical underway if you need it, but not for prescriptions.)	
Birth control pills (if you use them)	Allergy pills / nasal spray
Anti-itch cream	Eye drops
Muscle rub cream (If you workout a lot, or for times when you're just sore!)	Headache Medicine
Mentholated topical ointment (chest and stuffy nose)	Sore Throat Spray
Muscle Spray or cream	Cold / Cough Medicine
Cough drops (If you like a certain brand...)	Hot / cold pad
Melatonin (for sleeping if you need it)	Supplements order 3-6 months for deployment

✓ Personal Items	
Laptop (download movies) or tablet	International outlet adaptor... most hotels have them, but it's good to keep one on hand. (Check voltage)
Books or e-reader (download lots of things to read)	Clothes hangers for your closet (minimal space)



**CNIC AFLOAT RECREATION & FITNESS PROGRAM
PERSONAL PREPAREDNESS CHECKLIST - DEPLOYMENT**

FEMALE PACKING LIST (SUGGESTED)

✓ <i>Personal Items continued</i>	
Chargers for your devices (bring more than one). Consider purchasing a solar charger before you leave - most cannot be shipped.	Laundry bag (Something easy to carry up and down ladder wells, and to keep it organized in your room as it piles up.)
Beach / lawn chair (For Flight deck activities! Consider getting one with a hood / umbrella for super hot days!)	Portable hard drive (if you want to get movies / music from other people)
Headphones / earbuds and music device	2 Workout shakers (if you use protein)
Batteries (if you'll need them for anything)	Water bottle (Label all bottles!)
Pictures to decorate your rack and office	Lint roller
Flashlight or head lamp (There will be times when the power goes out. P-ways have emergency lighting, but your stateroom does not so keep it handy and know how to find it in the dark.)	Utility hooks (for hanging robes, sweaty gym clothes to dry, etc....) Adhesive hooks work well.
Air fresheners (Good for the room / office, etc.)	Favorite snacks / candy / 'can't live without' items
Laundry soap (PODs work great) and fabric softener + dryer sheets	Coffee / Tea (Yes, it's available onboard, but it likely will not be your favorite brands.)
Gum or mints (if that's your norm...)	Hat
Combo or padlocks to secure your cabinets	Backpack & 'Fanny pack' type item for port visits
Sunglasses	Personal fan for your rack
Umbrella	Baggage that is easy to carry

✓ <i>Clothing</i>	
Workout clothes: sports bras / shirts / pants / capris / appropriate shorts (no spandex shorts). (Verify ship's attire policy for tank tops and spandex.)	Cover up / sweater (for anything you have that's spaghetti strap or strapless)
Jeans / appropriate length shorts for port calls	Robe - is a MUST!
Khaki pants / trail pants for work on the ship - in the Gulf cotton or 'quick dry' works best.	Sandals MUST have a back to them if you want to wear them off the ship while in port.
DFS / CNIC shirts for work (Steve/Chip will provide 2.)	Sleeping clothes
Shirts (long and short sleeve) for work and port calls	Workout shoes (Fitboss - 3 pairs)
Jacket (The ship can get cold! Fleece jackets work well)	Swimsuit (Maybe rash guard also - if it's not a one-piece.)
At least one nice dress / blouse & skirt or pantsuit plus matching shoes. (You need one thing you could wear to a semi-formal event and be comfortable.)	Dresses for port calls (Sometimes it's just too hot for pants! Make sure it's long enough to be appropriate for the local custom.)
Underwear	Hiking boots/shoes (Nice to have.)
Bras	Raincoat / Rain boots
Socks	

✓ <i>Personal Suggestions</i>	
Drawer liners (Many have used those drawers.)	Bring costumes or themed items for holidays / special events!!!!
Disinfectant wipes (Keep your area clean!)	Journals (Document this adventure!)
Some type of mop	Area rug for your stateroom
Mini vacuum	Full length mirror for your room
Broom and dustpan	



**CNIC AFLOAT RECREATION & FITNESS PROGRAM
PERSONAL PREPAREDNESS CHECKLIST - DEPLOYMENT**

MALE PACKING LIST (SUGGESTED)

✓ Toiletries / Bath	
Shampoo and Conditioner	Robe and/or towel wrap for transiting to the shower.
Body Wash / Soap	Towels - Microfiber/camping towels take up less space and dry quickly!
Hair Product / Dry Shampoo	SHOWER SHOES!! DO NOT FORGET!! Get some cheap ones.
Shaving Cream	Bag for toiletries
Face Wash	Shower caddy
Deodorant	Cologne
Baby Wipes (If there's a water restriction, this will save you!)	If you wear glasses or contacts, have an extra pair. Remember to bring any solutions, cases, etc.
Sunscreen	Wash Cloth
Baby Powder and/or Shoe deodorizer (Take care of your feet.)	Razors and replacements
Lip Moisturizer	Cotton balls or similar, and cotton swabs.
Moisturizer and Body Lotion	Tweezers
Hand sanitizer....carry it everywhere - germs are NO JOKE on the ship!	Nail clippers and nail file
Toothbrush, toothpaste, and floss	Hair Brush / Comb

✓ Your Rack (Bed)	
Pillow	Sheets (twin)
Sleeping bag (if you don't want to always use blankets)	Memory foam topper (twin)
Blanket / comforter	Mattress pad (twin)

✓ Medications (Again, if there are certain brands you like to use, then bring the items with you. You should be able to use Medical underway if you need it, but not for prescriptions.)	
Anti-itch cream	Eye drops
Muscle rub cream (If you workout a lot, or for times when you're just sore!)	Headache Medicine
Mentholated topical ointment (chest and stuffy nose)	Sore Throat Spray
Muscle Spray or cream	Cold / Cough Medicine
Cough drops (If you like a certain brand...)	Hot / cold pad
Melatonin (for sleeping if you need it)	Supplements order 3-6 months for deployment
Allergy pills / nasal spray	

✓ Personal Items	
Laptop (download movies) or tablet	International outlet adaptor... most hotels have them, but it's good to keep one on hand. (Check voltage)
Books or e-reader (download lots of things to read)	Clothes hangers for your closet (minimal space)
Chargers for your devices (bring more than one). Consider purchasing a solar charger before you leave - most cannot be shipped.	Laundry bag (Something easy to carry up and down ladder wells, and to keep it organized in your room as it piles up.)
Beach / lawn chair (For Flight deck activities! Consider getting one with a hood / umbrella for super hot days!)	Portable hard drive (if you want to get movies / music from other people)



**CNIC AFLOAT RECREATION & FITNESS PROGRAM
PERSONAL PREPAREDNESS CHECKLIST - DEPLOYMENT**

MALE PACKING LIST (SUGGESTED)

✓ <i>Personal Items continued</i>	
Headphones / earbuds and music device	2 Workout shakers (if you use protein)
Batteries (if you'll need them for anything)	Water bottle (Label all bottles!)
Pictures to decorate your rack and office	Lint roller
Flashlight or head lamp (There will be times when the power goes out. P-ways have emergency lighting, but your stateroom does not so keep it handy and know how to find it in the dark.)	Utility hooks (for hanging robes, sweaty gym clothes to dry, etc....) Adhesive hooks work well.
Air fresheners (Good for the room / office, etc.)	Combo or padlocks to secure your cabinets
Laundry soap (PODs work great) and fabric softener + dryer sheets	Sunglasses
Gum or mints (if that's your norm...)	Hat
Favorite snacks / candy / 'can't live without' items	Backpack & 'Fanny pack' type item for port visits
Coffee / Tea (Yes, they are available onboard, but it likely will not be your favorite brands)	Personal fan for your rack
Umbrella	Baggage that is easy to carry

✓ <i>Clothing</i>	
Workout clothes: 7 sets of shirts & shorts and a couple long sleeve shirts, jogging pants, compression shorts. (Fit Boss 15-20 pairs.) (Verify ship attire policy for tank tops and spandex.)	One pair of dress pants, a tie, dress shirt and shoes. (You need one thing you could wear to a semi-formal event and be comfortable.)
Jeans / appropriate length shorts for port calls	Robe - is a MUST!
Khaki pants / trail pants for work on the ship - in the Gulf cotton or 'quick dry' works best.	Workout shoes (Fitboss - 3 pairs)
Jacket (The ship can get cold! Fleece jackets work well.)	Sandals MUST have a back to them if you want to wear them off the ship while in port.
DFS / CNIC shirts for work (Steve/Chip will provide 2.)	Hiking boots/shoes (Nice to have.)
Shirts (long and short sleeve) for work and port calls	Swimsuit
Sleeping clothes	Raincoat / Rain boots
Socks	Underwear

✓ <i>Personal Suggestions</i>	
Drawer liners (Many have used those drawers.)	Bring costumes or themed items for holidays or special events!!!!
Disinfectant wipes (Keep your area clean!)	Journals (Document this adventure!)
Some type of mop	Area rug for your stateroom
Mini vacuum	Full length mirror for your room
Broom and dustpan	