

# APAOC DEPLOYMENT PACKAGE



## Pre-Deployment Checklist:

### EMERGENCY CONTACT INFORMATION FOR DEPLOYED MEMBERS

- Telephone numbers
- PHS Supervisor
- OEP Emergency Operations Center
- Emergency Point of Contact

### FAMILY MEMBER IMPORTANT DOCUMENTS CHECKLIST



- Will
- Real estate titles, deeds, mortgages, leases
- Automobile titles/licenses
- Birth, marriage, divorce, separation certificates/licenses
- Insurance policies
- Social Security Number and card

### BANKING CHECKLIST

- Automatic Bill Payment
- Bank account numbers--Savings/Checking/Other
- Credit card numbers and bills
- Stock/bonds numbers

### MEDICAL CHECKLIST

### AUTOMOTIVE CHECKLIST

### HOUSING CHECKLIST

Arrange for payment of bills (ie rent/mortgage, lawn service, housekeeping services, utilities, etc.)

## Deployment Tidbits

### AAFES Phone Initiative Exceeds \$3 Million

- In the event of an emergency, contact the local chapter of the Red Cross. The Red Cross delivers thousands of messages a day.
- The Red Cross can be reached at (703) 206-6000, or you can visit the Red Cross website at [www.redcross.org](http://www.redcross.org).



## Deployment Checklist:

### A. Things to do just before a deployment:

- If leaving domicile unattended (security note):
  1. Stop newspapers-have neighbor pick up other flyers/papers/etc.
  2. Hold mail service
  3. Arrange for lawn, snow removal, etc. (note)
  4. Arrange for pets/fish/plants
  5. Unplug appliances/turn off water
  6. Notify neighbors/friends to check on the house
  7. Notify Home Security Service
  8. Keys - have safe places for keys to the following:
    - a. Automobiles
    - b. Home/apartment
    - c. Safety deposit box

### B. Administrative procedures:

#### 1. Obtaining Your Orders

Depending on the nature of you deployment, the origin of orders may vary. You orders may originate from OFRD, HHS, or the requesting agency. In some emergency situations, **you may not receive orders before deployment.**

#### 2. Obtaining Your Travel Itinerary

Depending on the nature of deployment, the origin of your Travel Itinerary may vary. Your Travel Itinerary may originate from OFRD, HHS, or the requesting agency. You may not receive your travel itinerary with a lot of advanced notice. Begin preparing to deploy as soon as you're notified.

### 3. Obtaining Reimbursement

Depending on the nature of you deployment, you may be provided with housing and food. In other situations you will be reimbursed for your housing/meal per diem. The requesting agency will provide you with instructions on submitting a travel voucher to the agency that prepared your travel.

### 4. Packing for Deployment (Based on OFRD Suggestions. See detail in Section VII. Appendix)

#### Packing tips

Rolling clothes, instead of folding them, will save room. Wash clothes before wearing to prevent irritation.

Tips for breaking in new leather boots:

- Break boots in early morning on a warm day
- Put on socks and boots. Do not lace boots too tightly.
- Put 12" of lukewarm water in a bathtub.
- Completely soak boots until socks are soggy.
- Towel dry boots.
- Wear boots for the entire day or until they are completely dry. Walking for a while will ensure they are broken in.
- Polish boots with leather oils.

## I. PROHIBITED ITEMS.

Please see Appendix on Page 4.

## II. Other Valuable Information

- Look confident. Dress professionally and modestly, with valuables out of sight.
- Use lockable luggage and label it discreetly so that your name and address are not easily seen. Also, keep a copy of your address and phone number inside the luggage.
- Carry your passport and a photocopy of your passport. Keep copy in a separate location.
- Leave copies of your passport and itinerary with your travel personnel and your emergency contact at home.
- Carry a copy of your immunization records when traveling overseas.
- Leave your planned itinerary with a responsible person in country.
- Carry a list of emergency names, addresses, and phone numbers, and, where relevant, the names of reputable hotels on your route.
- Carry a personal alarm (i.e. whistle) and a phone card or local coins. Sit near other people. If you must carry a handbag, hold it in front of you.
- During long flights, greater than six hours, walk around and stretch to avoid swelling. Drink plenty of water to avoid dehydration.
- Within reason, avoid accepting food or drink from strangers in unofficial settings or when not accompanied by your counterparts.
- Consider a cell phone and keep it pre-programmed with emergency numbers for the local embassy or consulate security office.
- If you must check luggage, make it easily identifiable to baggage handlers if they must quickly locate it to pull off a flight and transfer to another (Large Decals, Large colorful straps, other stand out attachments).
- Keep some absolute essentials in a carry-on that will enable you to survive for a couple of days if your baggage gets lost (see items in red below).
- Carry a letter/orders or other ID which might be used to convey to the Airlines/car Rental Agencies that you are responding to a disaster, and need priority assistance in obtaining a flight or car rental.



## III. Safety in Hotels

- Ask for a room between the second and seventh floors, avoiding the top floor.
- Examine the room, including closets, bathrooms, beds, and window areas for anything that appears suspicious, including hidden intruders.
- Note the evacuation route in case of fire or emergency. Consider checking the pathway to be sure that it is clear and unlocked.
- Always secure doors when inside your room, using locks and security chains.
- Do not open doors to callers (including hotel staff) unless each caller has been identified. When in doubt (i.e. a request was not made) call the front desk and confirm.
- Always use safety deposit boxes for the storage of cash, traveler's checks, airline tickets, and any other important documents. Do not leave valuables in your room.

## IV. Safety in Vehicles

- Wear seat belts.
- Notify others of your travel time and destination, and steps they should take if you do not arrive as scheduled.
- Avoid traveling at night when possible.
- Keep doors locked.
- Keep a minimum number of windows open (no more than 5 cm and only those windows near occupied seats).

## V. Health

- Maintain good hygiene and hand-washing techniques.
- Take skin wound care seriously in the tropics and use antibiotic ointment to avoid more serious infections.
- Consider vitamin supplements if you are noticing a reduction in access to essential nutrients.
- Avoid contact with animals, within reason for your assignment. If any animal bites you, seek immediate health care assistance.

## VI. GO KIT:

ITEM: UNIFORMS	CARRY WITH YOU
Working khaki uniform, 2 sets	ID showing you are with U.S.P.H.S.
(See below)	One complete uniform set
BDU uniform, 2 sets; <a href="#">BDU specs</a>	Cell phone and charger (if you have one)
Uniform Gloves	Cell phone battery - spare & Car charger
Uniform boots/shoes as per specs	Govt Credit card
Name tag	Travelers checks and cash
Collar Insignias (extra)	Important phone numbers
Outergarment	Small notepad
Off-Duty Shoes	Govt Calling card (if you have one)
Exercise clothing & sneakers	Change of civilian clothes
	Travel Orders
	Dog Tags
	Copy of professional license, certifications, and BLS card
	Stethoscope, for clinicians
	Flashlight and extra batteries.
	Lock for duffel bag
	14 day supply of prescription medications
	Driver's license personal/military
	Watch (black/water-proof)
	Sleeping Bag
LNO OR ADMIN	
File Folders - Empty	Pens
Journal - Blank (i.e. Spiral notebook)	Paper Clips
Post-it Notes, small, med, large	Scissors
Tape - Scotch, Duct	Staple remover
Stapler	Phone massage pad
High-liter	Staples
Magic marker	Three-hole Punch
OTHER ITEMS	
Soap, in plastic container	First aid kit and first aid manual.
Shampoo, unscented	Aspirin/Tylenol/Antihistamines/Imodium (anti-diarrhea)/Antacids
Shaving Kit	Extra prescription eyeglasses
Deodorant, unscented	Sewing kit-to fix those unpredictable clothing problems
Scissors	Towel large and small.
Insect Repellent	Poncho, Rain
Sunscreen	Hand cream
Shower shoes/flip flops	Handkerchiefs/Bandanans
Comb/Hairbrush	Lip balm
Foot powder	Tissues (several small packs)
Extra new batteries	Toilet paper
1 day's water requirement	Toothpaste/brush/dental floss/mouthwash
Matches in a waterproof container.	Baby wipes, hand sanitizer, or alcohol rubbing pads
A portable, battery-powered radio or television and extra batteries	Leatherman/multi-use knife
Ziploc bags	Sunglasses, military type
Laundry bag	Flashlight (black or green)
Mirror (unbreakable)	1 to 3 days' rations/food

## VII. Appendix I

The following is a check-list which can be used upon deployment. It covers the basics and should be modified to meet individual needs.

**Disclaimer:** This list is not authoritative. It is provided to help you think of things you might not have considered. The actual requirements for any given deployment will vary.

Two good rules of thumb:

- 1) If you cannot afford to lose an item, leave it at home (including jewelry).
- 2) If you absolutely cannot do without it, take it with you.

### Deployment Types:

1. **ALL**—this item is recommended or required for all types of deployments.
2. **Norm**—normal deployments (non field, non Military)
3. **Field**—deployments to the field or in austere conditions (e.g. Haiti)
4. **XUS**—deployments outside the continental United States (OCONUS)



### Notes:

#### Clothing

Bring enough uniforms and clothes to last for 14 days or the length of your deployment. Shoes should be comfortable and broken in. If not, bring shoe insoles, moleskin, or other items to address blisters. If appropriate for job function, bring professional clothing. Also include cold weather clothing, rain gear, and exercise clothes.

#### Food

**At least** one day's worth of emergency food (to go in carry-on bag), to anticipate any unexpected plan changes. Examples are MRE's/dehydrated food, Cliff Bars, Power Bars, or other concentrated sustenance, and one day's worth of bottled water.

#### Miscellaneous

- Sewing kit --to fix unpredictable clothing problems
- Insect repellent--as needed
- Sun screen--as needed
- Shower shoes
- Zip Loc Bags for keeping items dry within luggage.

Category	Deployment Type->	ALL	Norm	Field	XUS	MIL	
Clothing	Civilian/professional		Y		Y		
	BDUs			Y		Y	
	Khakis		Y		Y		
	Swim suit	Y					
	Shoelaces, extra	Y					
	Shoe shine kit			Y		Y	
Administrative	Orders	Y					
	USPHS ID card	Y					
	NDMS Id card (if issued one)	Y					
	Passports				Y		
	Dog Tags					Y	
	drivers licenses personal/military	Y					
Toiletries	Soap, in plastic container	Y					
	Shampoo, unscented	Y					
	Shaving Kit	Y					
	Deodorant, unscented	Y					
	Scissors	Y					
	Sewing Kit			Y	Y		
	Insect Repellent			Y			
	Sun Screen			Y			
	Shower shoes/flip flops	Y					
	Comb/Hairbrush	Y					
	Foot powder	Y		Y			
	Hand cream	Y		Y			
	Handkerchiefs	Y					
	Lip balm		Y				
	Tissues (several small packs)	Y					
	Toilet paper	Y					
Toothpaste/brush/dental floss	Y						
Baby wipes or alcohol rubbing pads	Y						
Money	money/travelers checks	Y					
	Credit Card	Y					
	Phone Card	Y					
	Lots of quarters	Y					
Equipment	Leatherman/ multi-use knife	Y					
	Sunglasses, military type	Y					
	Flashlight (black or green)			Y			
	Extra New Batteries			Y			
	1 day's rations/food	Y					
	2 weeks prescription meds	Y					
Medical	Extra glasses	Y					
	aspirin/Tylenol	Y					
	antihistamines	Y					
	Imodium (anti-diarrheal)	Y					
	Antacids	Y					
	Misc.	Zip loc bags	Y				
		Notebook/pen/pencil	Y				
Field Gear	Bed sheet			Y			
	Belt, Web Pistol			Y			
	Blanket (OD/green)			Y			
	Boots, Black combat			Y			
	Boot inserts			Y			
	Canteen, Filled			Y			
	Canteen Cup			Y			
	Canteen Cover			Y			
	Clothes line/or small rope (25ft)			Y			
	Clothes pins			Y			
	Compass			Y			
	Cup (pocket size, collapsible)			Y			
	Duffel Bag			Y			
	Duffel Bag Liner			Y			
	First Aid Kit (personal)			Y			
	Insect repellent (pump type)			Y	Y		
	Laundry bag			Y			
	Lock for duffel bag			Y		Y	
	Mirror (unbreakable)			Y			
	Mosquito netting			Y			
Poncho, Rain			Y				
Watch (black/water-proof)			Y				
Sleeping Bag			Y				
Towel large and small (OD/Green)			Y				
PROHIBITED	Do not bring any of the following:						
	Alcoholic Beverages						
	Cappuccino Makers						
	Earrings						
	Electrical Appliances						
	Firearms						
	Illegal Drugs						
	Jewelry						
	Large Sums of Money						
	Makeup						
	Picnic Coolers						
	Purses (with BDUs)			Y			
	Rambo Knives						
	Sterno Heaters						
	Suitcases			Y			
	Tents						

## VII. Appendix II

The following is a check-list from OFRD. It may contain some duplicate information from the previous suggestions:

Hot Climate		Miscellaneous	
Bug Spray / Wipes		Duffle / Sea / Dry Bag	
Sun Screen		Pad lock / luggage lock (combination lock preferred)	
Multiple T-shirts		Watch with illumination, waterproof	
Light socks (2 pairs per day minimum)		Mosquito Netting	
Under garments (multiple pairs)		Medications (Personal Rx-30 <i>day supply</i> , Tylenol, Motrin, Dramamine, Benadryl, Epi-Pen, etc.)	
Boots (2 pair)		Dog Tags (2 pair)	
Uniform (varies based on deployment minimum of 2)		Clock (no batteries)	
Camel Bak / canteen (Large opening to keep clean)		Flash light (no batteries)	
Cotton undergarments		Head lamp (batteries)	
Permethrin (treat uniforms prior to deployment)		Small unbreakable mirror	
Sunglasses		Laundry bag with name on it	
		Civilian clothes	
<b>Cold Climate</b>		Credit Card	
Undergarments		Phone calling card	
Base layer		Extra pair of eye glasses (if applicable)	
Polypropylene		Small \$ bills	
Uniform (varies based on deployment minimum of 2)		Powdered laundry detergent in Ziploc bag	
Outer shell / Gortex		Duct Tape	
Wool watchman's cap		Ball cap	
Water/wind proof cap (wear under watchman's cap)		Flip flops (for shower)	
Neck Gator / Scarf		3 days food & water	
Earmuffs		Clothes line / small rope (about 25 feet long)	
Facemask		Clothes pins	
Wool/Cotton socks (2 pairs per day minimum)		Sheet	
Boots (2 pair)		Ear plugs	
Boot liners		Sleeping bag (winter <i>and/or</i> summer)	
Gloves		Mole skin	
Glove liners		Tool bag for deployment / professional role	
		Water Purification (ex. Iodine Tablets, Water pump, etc.)	
<b>Hygiene</b>		Poncho (woodland camouflage, black, or solid olive green)	
Shaving Supplies (non-electric)		PT gear (shoes, shorts/sweats, t-shirts, socks, etc.)	
Baby Powder / Corn Starch		Personal cell phone with charger	
Tooth Brush		Paper organizer with zipper (binder, Trapper keeper, etc.)	
Tooth Paste		Personal unique identifier on luggage / gear	
Floss		Multi tool (ex. Leather man, gerber, etc.)	
Q-tips		Lighter	
Tweezers		First Aid Kit	
Fingernail Clippers		Sewing Kit	
Hand Sanitizer			
Feminine Supplies			
Mouth wash (Original Listerine)			
Baby wipes			
Comb / Hairbrush			

