



Activation/Mobilization Checklist

Required Documents for Your Family and You.

A. Pay/Direct Deposit/Allotment

- Voided personal check or deposit slip (displaying bank address/telephone, bank routing/account numbers).
- Bank account information (bank address/telephone, bank routing/account numbers) for each desired allotment.
- Copy of current mortgage(s) (with principal/interest/tax/insurance breakdown) and documentation of one month's average utilities, OR copy of house or apartment rental agreement and documentation of one month's average utilities.
- Copy(s) of current child support agreement(s).
- If [Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC) (Clinical), Nurse Corps (NC)] certified copies or proof of the following:
 - Current license/certificate
 - Current BCLS, ACLS, PALS, etc.
 - Current demographic information if MC
 - Internship
 - Residency
 - Board certification in specialty or board certification qualifications.

B. Service Record/PSD

- Certification of discharge/separation (DD-214) for all former periods of active duty.
- Your birth certificate or passport (for those deploying OUTCONUS).
- Birth, adoption or guardianship certificates for family members.
- Social Security Numbers for self and family members.
- Certified copy of marriage certificate for present marriage.
- Certified copies of documentation terminating any previous marriage (divorce/annulment/spouse's death certificate).
- Certification of full-time enrollment for self and college-age dependents from school registrar.
- Signed statement from licensed physician for dependent parent/children over twenty-one years of age who are incapacitated.
- Current DON Family Care Plan Certification (NAVPERs 1740/6).
- Emergency Contact Information (Page 2).

C. Security Clearance

- Certified copy of naturalization papers.

- Names/addresses of personal/professional references (minimum of 3 each required).
- Names/addresses/dates of employment for the past ten years (or since graduation from high school).
- Names/addresses/dates of high school and college.
- Addresses and dates of all previous residences.
- Names/dates/places of birth for your parents and your spouse's parents.

D. Legal

- Location of current valid will.
- Copy of current power(s) of attorney (business arrangements/tax filing/child care/family medical emergency care/household goods and POV storage).
- Documentation to support potential legal issues, such as loss of college tuition assistance, loss of security deposit on lease, loss of employee medical benefits.

E. Medical

- Verify Defense Eligibility Enrollment Reporting System (DEERS) information for self and family members.
- Copy of most recent eyeglass prescription and extra set of eyeglasses. (**NOTE Contact lenses may not be authorized depending upon duty assignment.)
- Extra hearing aid/batteries.
- Documentation of significant medical/dental conditions not documented in military medical/dental records.
- Copy of prescription(s) issued by physician (or other documentation of approved medications). Minimum 90 days supply of medications.
- Documentation to support enrollment of exceptional family member in available Navy/DOD programs.
- Documentation of enrollment in TRICARE SELRES Dental Program (TSRDP).

F. Personal

- Driver's license (to support issuance of government license.)
- For those authorized POV travel, vehicle registration/insurance documentation.
- Documentation to support any claim delay and/or exemption.
- Completed and mailed application for registration and absentee ballot (SF-86).

**** NOTE:** If requirements listed above for Service Record/PSD and Security Clearance are already reflected in your service record, you do not need to bring additional documents.