

Military Family Services

"Op Readiness Binder"

For Single Members

Welcome to the Canadian Forces Moral & Welfare "Op Readiness Binder". I'm sure you are wondering what this is, right? Well it is exactly as it sounds Well it is literally everything you need to leave for the person taking care of your affairs while you are deployed. This could be a parent, friend, landlord or girlfriend/boyfriend, as long as it is someone you trust!!! It's even good to have if you are not currently anticipating or dealing with a deployment.

This resource will contain all the information, every phone number, name and address they may need at a moment's notice during a deployment or an emergency.

The easy to complete worksheets will help you prepare for an upcoming deployment, and can be used as a tool between deployments. For example, knowing who to call if the car breaks down, who fixes the washing machine, how much you pay for each utility and when each and every bill is due. Since you are usually the one looking after all of this on your own, the more information you leave for the person looking after your affairs the better prepared they will be if something happens.

The #1 most important thing you need to know about the Op Readiness Binder?

DO IT BEFORE YOU DEPLOY!!!!!!

First thing is supplies.

We recommend that you have on hand the following items; a three-ring binder, sheet dividers and protectors, a hole punch, different coloured pens, highlighters and the appropriate downloadable PDFs from the [Military Family Services website](#).

One other item you will definitely need is this: *a trusted person to keep your information once completed*. You don't want to leave this with just anyone!! Make sure they are willing to keep this information in a safe place, you don't want it to be stolen or lost. If you have a home safe that is fireproof you might want to store some of the information in that! If you don't have one, you can usually find a reasonably priced one at an office supply store or online. You may also want to consider storing some of the information in a safety deposit box at your bank.

Once you've got your supplies, it's time to start.



Here is a list of everything that should be in your OP Readiness Binder. Print the OP Readiness Cover Sheet and decorate it however you wish. Stickers, photos, doodles....whatever you fancy.

1. Legal Documents – this includes so many things. Several of the items MUST be obtained before you leave.
 - a. POA (Power of Attorney) – Pick a person who you trust to look out for your best interests. A POA needs to be done by a civilian lawyer or notary, this will ensure that all your assets and any children are looked after. Also check with your bank/mortgage company to see if they have their own POA paperwork that needs to be completed.
 - b. Wills – you should have a will. Don't think that it could never happen to you! It's better to be safe than sorry. Many military members use the CF Will, which is usually sufficient as long as your estate is a simple one. If you have children, own property, or wish for multiple benefactors, then a civilian will is recommended.
 - c. Sunlife and Canada Life Policy Numbers and Cards – this is for Dental and Group Life Insurance for any dependants you have. Have some presigned forms ready in case they need to make a claim during the deployment.
 - d. Court Paperwork – such as marriage certificates, divorce papers, adoption papers, custody papers and immigration papers.
 - e. Insurance / Lease / Mortgage Documents – it is always good to have these available while you are away.
2. Identification – as you can see with all this information gathered in one place it is important to have it stored with someone you trust. You don't want just anyone getting a hold of it. If you do not have any dependants you can skip to "h".
 - a. Birth certificates – keep one for every dependant living in your household. Be sure it is an original and not a photocopy.
 - b. Social Insurance Numbers – for every dependant living in your household.
 - c. Copy of Driver's License / Provincial ID – also for every dependant living in your household. Check expiry dates.
 - d. Passports – keep one for every dependant living in your household. If they use their passport to travel at any time it will always be in your Op Readiness Binder. Check expiry dates.
 - e. Travel Authorization Letter – if you have minor children who may travel during your absence, make sure you leave them with a signed and witnessed Travel Authorization Letter. No one wants to be stranded at the airport or border trying to reach a military member while deployed. (There is a sample letter included with the handouts of this package.)
 - f. Military Family IDs – if you have eligible dependants, either have their MFIDs issued or updated before you deploy. MFRCs are not able to issue MFIDs without the military member being present. Not all MFRCs issue MFID cards.
 - g. Medical Cards (Provincial) – the same information applies here as with driver's licenses and MFID.



- h. Voter Registration Cards - if there is an election while you are deployed and you have designated a person to vote for you via proxy, ensure that you have completed the correct paperwork and that they are aware of your wishes.
3. Finances – take the time to review this with the person who is taking care of your affairs while you are away. Especially if you are going to have them look after paying your bills etc. Decide how you want your bank accounts, bills, investments and budget handled while you are away. It is better to have this ironed out before the deployment than to have any surprises come up when you return. It is a good idea to bring a copy of the overall monthly budget with you to keep you on track. It may also be a good idea to set up pre-authorized payments for your monthly bills and have the person who will be taking care of your affairs while you are away check periodically to confirm that the amounts are correct and that the bills are covered. The following information should be left with the person who will be taking care of your affairs while you are away, if they will be paying any bills or doing any banking for you.
- a. Budget – make sure they have a detailed copy of your budget on hand. There is a free excel worksheet from SISIP included in this package for you to download. If you are not familiar with how to create a budget, contact SISIP and one of their representatives will sit with you and help (1-800-267-6681)
 - b. Monthly Expenses – list of all your bills; that includes monthly payments, due dates, account numbers, passwords and phone numbers for each company. You may want to have an electronic copy of each bill kept digitally once it is paid.
 - c. Credit Cards – list of all your credit cards; that includes the issuers, account numbers, passwords, credit limits, authorized users, websites, phone numbers and due dates.
 - d. Banking Information – do you share accounts with anyone else? Who will manage your accounts while you are away? Have you set up any preauthorized payments? All of this information needs to be discussed before you deploy. Make sure the person taking care of your affairs is listed on your accounts or you have a current POA. Many banks have their own POA form that will need to be filled out at your branch in order to give another person access to your account. Make sure that you have a complete list of all your accounts, what type of accounts they are, the account numbers and passwords. Also make note of the bank’s website, branch phone numbers and authorized users.
 - e. Insurance – This particular information may be used in several categories. For the financial aspect, keep a list including; automobile, home/property, medical, life and any other insurance policies you may hold. Include all providers, policy numbers, websites, passwords, due dates, and payment amounts.
 - f. Tax Returns - Canada Revenue recommends keeping your returns from 3 years to forever. Generally when you are deployed during tax season you can get an extension to file your return when you return from deployment, check with your Orderly Room. Now many tax companies can process your tax submission using a POA. Check with the provider prior to beginning the transaction.
4. Contact Information – This information will only be used if there is a reason for the person looking after your affairs to contact your family or other close contacts. You may also want to make sure that you register your and family contact information is given to the MFRC in case there are any incidents that might require them to be contacted. Especially if they do not live in the local area of your deploying Base.



- a. Family Contacts – your parents, siblings, significant people in your life ... they should all be included. This should be left with the person looking after your affairs.
 - b. Important Phone Numbers – MFRC, Padre, Military Police, Family Information Line and an assortment of other important phone numbers. This information can be sent to your family members as well as left with the person looking after your affairs.
 - c. Member Information – This information should be sent to your family so they can send you care packages during the deployment. You should also leave this information with the person who is looking after your affairs in case you need them to send something to you. It also is good for them to know how to contact you at all times.
 - d. [Emergency Family Plan](#) – this form can be found in the MFRC Deployment App, at your local MFRC and on the [Military Family Services website](#). It is an important document full of information to be used if the caregiver for your children or adults with diverse needs, becomes injured/sick, or if there are daycare interruptions during the deployment.
 - e. Family Care Plan (SCP) Declaration DAOD5044-1A – this document is filled out by you, the deploying military member, then filed with your deploying unit prior to departure.
 - f. Babysitter List – if you are responsible for minor children, it would be helpful to have a list of babysitters whom you trust and know your children. Be sure to include their name, address, phone number and usual pay rate information.
 - g. General Maintenance – this is important if you are leaving your residence, vehicle or other items for someone to look after while you are away. If you are leaving a rental property for someone to look after ensure that you let your property manager or landlord know their name and phone number. If you are a homeowner, be sure to leave a list of plumbers, electricians, and any other home repair technicians they might need. Who services your security system and who mows your lawn. Other good things to know ... where is your fuse box? How do you turn off the water or gas? Do you have a fire extinguisher or ladder? Do they know your security codes?
5. Records – Always good to have!
- a. Medical / Dental Records – keep for every dependant who lives in the household. While much of this information is kept electronically if you can get copies for your records, this may help if you get posted.
 - b. School records and Credentials – for younger children who live in the household, keep copies of their report cards and any awards that they achieve. You should also include high school and college diplomas for you, and older children. Any other credentials you have should also be here.
 - c. Military Awards – whatever awards or recognition you have received, maintain a copy of as well.
6. Automobile, Boat, Motorcycle, RV etc – If you do not own a vehicle then you can skip this process. There is a lot of information to keep track of here. Some of it may overlap with other information, but that's ok. If you have a vehicle will you store it while you are away? Or is someone going to look after it for you? Make sure that they know who your mechanic is and where they are located.
- a. Insurance – keep a copy of your insurance in a safe place and in your Op Readiness Binder that you will be leaving for the person looking after your affairs while you are away. If you have roadside assistance keep a written copy in your glove box.



- b. Car Titles – if you own your car then you should have the title, if you lease your car keep a copy of the lease agreement in your Op Readiness Binder.
 - c. Scheduled Maintenance – keep a list of all your regularly scheduled maintenance. When does your oil need to be changed, plugs replaced?
 - d. Vehicle Registration and Insurance – make a copy for your Op Readiness Binder. Be sure to keep the original in a safe place. Make sure the person looking after your affairs knows when the renewal is due and how to do it.
 - e. Vehicle Inspection – this is different for every province. You may also need an emissions inspection. Make sure the person looking after your affairs knows what date the inspection is due.
 - f. Extra Keys – Keep a set of keys in your Op Readiness Binder, just in case. You should also leave a set with someone you trust.
7. Family Needs – This category can encompass a lot of issues, especially if you have children. If you do not have any children/dependants then you can skip this process.
- a. Medical – keep a list of all the doctors for your children/dependants, along with their contact information. Poison Control is also a great number to have on hand at all times. Along with that, keep a chart with any medications your family members are taking. This should include the medication, dosage (times per day), the doctor who prescribed it, their contact number, and the pharmacy information.
 - b. Medical / Dental claim forms – have a few presigned forms in case claims need to be made while you are away. There is also a SunLife App to assist in submitting claims.
 - c. Emergence Family Plan – what happens if the person looking after your children/dependants is unable to watch your children for any reason? It's good to have a plan, ready to put into action should the need arise. Keep a list of pertinent details for whomever will take care of your children/dependants. For example, what do they like and if they have any allergies. Do they need a special stuffed animal to fall asleep? When is bedtime, what is their routine? This is also good information to have for a regular babysitter.
 - d. Disaster Plan – Unfortunately, these things could happen anytime. Best to be prepared before it does. If you are in a RHU the person looking after your affairs should contact CFHA. If you are a homeowner or have a rental property, you should have a plan for who they should contact for you, whether it is your insurance company or a repair company. Make sure that the person looking after your affairs is aware of what you would like to happen should there be some sort of catastrophe.
 - e. Extra Household Key – keep a copy of these with your Op Readiness Binder and also with someone your trust. These can include house, mailbox, shed and garage keys.
8. Household Pet Information – We do not want to forget the rest of your family. It is also important to make sure any pets are accounted for in your Op Readiness Binder.
- a. Veterinary Information – what is your vets' name, address and phone number? What are their hours of operation? If they have a business card put one in your Op Readiness Binder. We suggest setting up an account with your vet, that way if your pet needs to go there the expenses will be covered. You may also want to discuss a financial limit to emergency vet expenses.



- b. Records – Keep an up-to-date copy of all your pet’s medical records. This is especially important if you’re kenneling your pet or having a pet sitter while you are deployed and your pet suddenly needs to see a foreign vet.
 - c. Vaccinations – Along with your pet’s basic medical records, be sure you keep a separate vaccination record. This should include basic vaccinations, as well as your rabies certificates. Most kennels will require this information before you can board your pet.
 - d. Tags – your pet should have a tag on their collar, but you should also keep a copy of the paperwork. This helps if the tag is lost and also helps you remember the renewal date.
 - e. Microchip / Tattoo Information – many companies provide an information card, along with the chip’s tag. If your pet has a tattoo be sure to write the number down.
 - f. Kennel Information – Like your vet, the easiest way to keep track of this is with a business card in several locations. If you don’t use a regular kennel, find one! Even if you don’t think you will need it. It is better to have the information on hand. You never know if the person looking after your pet may have a family emergency and need to travel out of town. We suggest setting up an account with a trusted kennel that way if your pet needs to go there the expenses will be covered.
 - g. Pet Sitter Information Sheet – Even better than a kennel, it’s nice to have someone you know who will keep your pet safe while you are away. Like with children the pet sitter will need to know lots about your pet, such as what time do they eat? What type of food? What commands does your pet understand?
9. Calendar of Events – it would be a good idea to include this in your Op Readiness Binder for the person who is looking after your affairs. It will keep them informed as to what is going on and if there are any timing changes that they need to be aware of. It is also a good idea to ensure that your extended family has access to this so they can attend any briefings, workshops and send care packages. Most MFRCs have online calendars that loved ones can access while you are deployed.

Important Notes:

We recommend that register the person looking after your affairs with your local MFRC as well as your Unit OR. If the person looking after your affairs is a close friend or family member they might be interested in attending workshops and activities at their local MFRC. If you have family members that live out of the area of your deploying Base, they too may want to be connected to their local MFRC and any appropriate resources. MFRCs / MFS may also offer a Warm Line Service in which your friends and family members can receive a monthly call or email. This service can help keep your friends and family updated as to any mission updated, milestones or changes as well as any important dates that they might need to know.

Note for the Person looking after a Single Members Affairs:

Ensure that you keep this Op Readiness Binder in a safe place and always keep the information confidential. The member is trusting you to look out for them financially and take care of their possessions. We recommend that you keep this resource handy and reach out to MFS / MFRC should you have any questions while the member is away. Make sure you have their mailing address as well as their email should you need to get a hold of them while they are away. If you have any questions you can call your local MFRC or the Family Information Line 24 / 7 / 365.

