



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

**Purpose:** This information is intended to be a comprehensive document that provides considerations and master checklists for a domestic or international deployment e.g., in the continental United States (CONUS) and outside of the continental United States (OCONUS).

- I. **Note:** This information provides bulleted items to consider in anticipation of a deployment (long term planning), for preparing and packing immediately before deployment (pre-deployment), for maintaining obligations and responsibilities while away from home (deployment), for refreshing and replenishing in cases of further deployment (redeployment) and finally for returning back home (post-deployment).
  - A. First and foremost, always be cognizant that as a deployed officer, you will be visible during local, state, and national events and may be viewed as an expert in your field.
  - B. It is the responsibility of each organization and individual to use their best judgment to determine required items and minimum quantities of any items.
  - C. Groups should consider the checklists and carry quantity of spares in the event items are lost, stolen or broken.
  - D. Groups will communicate contents of their “list of spares” to avoid unnecessary item duplication by group individuals.
- II. **Credits:** This document was compiled from many other sources including the Department of Defense, Department of Health and Human Services, The Office of the US Surgeon General and others.
- III. **Updates:** Recommendations are encouraged. Please send any comments to Readiness Deployment Operations Group (RedDOG)

Annex A	IRCT checklist (OCONUS)
Annex B	Deploying Team Checklist (OCONUS)
Annex C	Long Term Planning (CONUS & OCONUS)
Annex D	Immediate Pre-deployment Activities (CONUS & OCONUS)
Annex E	Travel/Deployment Checklist (CONUS & OCONUS)
Annex F	Key Information for Travel (CONUS & OCONUS)
Annex G	During Deployment Checklist
Annex H	Redeployment Checklist to the Travel/Deployment Checklist
Annex I	Post-Deployment Checklist



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

### Annex A: IRCT CHECKLIST (OCONUS)

#### OPERATIONS:

- Provide accurate map surveys for initial routes from and around airport, embassy, work sites, etc.,
- Obtain key points of contact and phone numbers [embassy, military bases and Center for Disease Control offices (they are in most countries)] should there be a need.
- Ensure all travel authorization orders have included appropriate allowances for incidentals such as airport taxes, taxis, international phone calls, etc.,
- Coordinate with the embassy to ensure that all country clearance requirements are met.
- Arrange all available/appropriate country briefs and products from the HHS Office of Security and Strategic Information (OSSI), Emergency Management Group (EMG)/Fusion Center, Department of Defense (DOD), Department of State (DOS).
- Determine a Medical Evacuation Plan for deployed personnel
- Coordinate special security considerations with embassy Regional Security Officer. Determine if necessary to deploy with security forces. Plan for added security against threat of common crime, vandalism, civil unrest, terrorism.
- Account for time zone differences in call, report and meeting coordination. Ensure all communications and plans clearly specify time zones used (if necessary consider using Greenwich Mean Time (GMT)/Zulu time).

#### LOGISTICS:

*(NOTE: Please cross check with the individual checklist for personal or group items that should be brought as extras by logistics team or items needed for group or operational use)*

- Locks and cables (for securing high-interest items e.g., “pelican” cases full of controlled substances). Need both to lock the case shut and to secure them to prevent removal of the whole case.
- Solar chargers
- International GPS subscription for the area going to.
  - <http://www.ausbtt.com.au/how-to-international-world-maps-tomtom-navman-garmin>
  - Print off or take maps of the country.
- Take extra batteries for all items
- Universal/worldwide power adaptors for electronics



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Small glass fuses (*many power cords use them and they are hard to find OCONUS*)
- Insect repellent and sunscreen
- Special bags for laptop storage (*Note: Please consider if it is necessary to secure IT items when not in possession of employees.*)
- Language aids e.g., foreign language guides and dictionaries,
- Availability of an operational fund (cash) and/or knowledge of local purchasing systems
- Consider a plan to purchase local cell phones and service while in-country.
- Check for satellite phones of deploying members and obtain a list of phone numbers.
- Confirm all normal deployment equipment e.g., GPS, hand-held radios, cell phones and advise whether it should be taken (*Note: Consider if equipment is useable at the deployment location*)



**United Public Health Service-Commissioned Corps  
Deployment Information and Master Checklist  
(Domestic and International Travel)**

**Annex B: DEPLOYING TEAM CHECKLIST (OCONUS)**

- Medical translator reference card e.g., <http://www.kwikpoint.com>
- Added resupplies for specific items not available locally. (Consider more than the normal basic load of supplies to give an added buffer for resupply issues.)
- Find and use subject matter experts on local conditions (establish call-back system for on-site needs)
- Plan for special emphasis on need for medical translators



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

### Annex C: LONG TERM PLANNING (CONUS & OCONUS)

*Note: Before deployment, it is important to consider additional measures needed to insure adequate preparation for execution of the mission and maintenance of obligations and responsibilities at home. The following provides considerations for legal, personal/mission and family/designated individuals:*

- **Legal Considerations**

- Prepare a Will, deployments are generally very safe, but having a Will assures that your survivors will receive benefits as you have requested.
- Prepare a “Letter of Instruction.” A letter of instruction provides your survivors with a list of things to do.
- Prepare Living Will.
- Prepare a Power of Attorney. This will enable your representative to have the legal power to act on your behalf.
- Designate a Medical Power of Attorney on file.

- **Personal/Mission Considerations**

- Arrange for housing, food, transportation and emergency needs.
- Obtain ID and commissary cards, register in DEERS, and check to make sure all ID cards (including dependents) have not expired.
- Confirm health insurance applicability/coverage during deployments.
- Check with the uniform authority to determine appropriate uniform with the appropriate fabric and fabric weight for the deployment.
- Confirm and obtain sufficient number of uniforms, hats, devices, other articles suitable for the deployment.
- Try-on uniforms and alter-to-fit, sew on patches and name tapes in advance of deployment.
- Break-in New Boots or Shoes
  - *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.*



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- *Polish boots with leather oils*
- Try to get “administrative rights” to computers so that deployment software can be added as needed (usually for new printers).
- Per organizational policy/SOP complete and maintain pre-deployment training requirements.
  - Maintain clinical currency if that is your deployment role.
- Deployment bag should be packed or easily packed within your required deployment time frame (e.g., 24 hrs. Tier 1 Teams, 72 hrs. for Tier 3)
- Have a valid government and personal passport and be certain that appropriate visas have been obtained. Confirm that the passports have not expired.
- Immunizations and disease prophylaxis
  - Keep standard inoculations for deployment current
  - For OCONUS travel, visit a “travel clinic” and obtain appropriately needed immunizations and prophylactic medications in advance of the trip.
  - Visit CDC website for recommended immunizations by country: <http://wwwnc.cdc.gov/travel/destinations/list.aspx>)
  - Obtain required medications (malaria prophylaxis – see CDC website for recommended prophylaxis by country since some countries have drug resistant strains: <http://wwwnc.cdc.gov/travel/yellowbook/2010/chapter-2/malaria-risk-information-and-prophylaxis.aspx>)
- **Family and “Designated Individual(s)”**
  - Ensure that life insurance and beneficiary information for all accounts, insurance policies and financial sources are current and reflects your current wishes.
  - Arrange your bank accounts such that someone has equal access. This includes providing information about electronic access e.g., “user names” and passwords to spouse or designated person(s) for banking, insurance, and mortgage accounts.
  - Make sure that you have copies/records (policy numbers, etc.) of all-important documents accessible to next of kin/legal guardian/designated individual(s)
    - Will
    - Real estate titles, deeds, mortgages, leases
    - Passport
    - Automobile titles/licenses
    - Birth, marriage, divorce, separation certificates/licenses
    - Insurance policies
    - Social Security Number
    - Bank account numbers—savings/checking/retirement/other



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Investments—410(k), IRAs, Stocks, Bonds numbers
- Safety deposit box information and access
- Credit card numbers
  
- Prepare a “Family Care Plan” (including many of the items included elsewhere in this document). (See Below) A “Family Care Plan” is very important for all families and is especially critical for single parents and dual active duty parents.
- Designate a primary and alternate guardian. A guardian can assume legal responsibility for your children.
- Have as many bills and financial matters as possible set up to operate automatically.
  
- **Office Considerations**
  - Ensure that emergency contact information for next of kin/family is kept current with work offices and HQs as appropriate.
  - Ensure telephone numbers are available to those who may need to access someone while you are away. In addition, bring a copy of important phone numbers with you:
    - PHS Supervisor
    - HHS Secretary’s Operation Center (XXX) XXX-XXXX
    - Office of Force Readiness and Deployment
    - Emergency Point of Contact

### ***FAMILY CARE PLAN:***

*A Family Care Plan should be developed whether or not you expect to be deployed. Taking care of these considerations now will help you and your family be prepared for any period of separation. When you prepare your plan, be sure to do the following:*

- *Assign a guardian for your family in a special Power of Attorney and make sure that the guardian understands his/her responsibilities.*
- *Obtain ID and commissary cards, register in DEERS, and check to make sure all ID cards have not expired.*
- *Sign up for SGLI or a similar group life insurance, and update all beneficiary information. Arrange for housing, food, transportation and emergency needs.*
- *Inform your spouse or any caretakers about your financial matters. Arrange for your guardian to have access to necessary funds. Arrange for child care, education and medical care.*
- *Prepare a will, and designate a guardian in the will.*
- *Arrange for necessary travel and escort to transfer family members to their guardian. Discuss your plans with your older*



**United Public Health Service-Commissioned Corps  
Deployment Information and Master Checklist  
(Domestic and International Travel)**

- *(ref: <http://www.military.com/spouse/military-life/military-resources/family-care-plan.html>)*





## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

### Annex D: IMMEDIATE PRE-DEPLOYMENT ACTIVITIES (CONUS & OCONUS)

- **Notifications**
  - Call/email Notice of Arrival” (NOA) or “Return Home Safely” (RHS).
    - REQUIRED
      - Supervisor
      - Executive assistant,
    - RECOMMENDED
      - Public information officer
      - PAC support officer (if you have one)
      - Discuss deployment with significant other (provide contact information; explain household activities typically performed by the deployed individual).
        - Leave the numbers for emergency contact (hotel and/or conference/work site).
      - Call friends and family
      - Coordinate absence with work, recreational, social organizations as needed. (Check and clear calendar for expected absence period).
    - TIPS
      - Switch cell phone from nationwide to international setting (If you have an international phone)
- **Office/Work**
  - RECOMMENDED
    - As appropriate, place on hold or complete assignments.
    - Establish out-of-office e-mail message.
    - Establish out-of-office voicemail message
    - Leave the numbers for emergency contact (hotel and/or conference/work site).
  - TIPS
    - Designate points-of-contact
- **Home**
  - If leaving domicile unattended:
    - Notify landlord of time of absence.
    - Stop your newspaper and have a neighbor pick up other flyers/papers/etc.,
    - Arrange for hold mail service.



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Complete a temporary change-of-address form.
  - Secure any weapons present in the home.
  - Arrange for lawn trimming, snow removal, etc.
  - Arrange for care of pets/fish/plants. Notify veterinarian if someone is taking care of your pet.
  - Unplug appliances.
  - Turn off water as appropriate
  - Turn off any un-needed items/lights
  - Turn down the water heater
  - Re-set the thermostat
  - Make arrangements with a family member or someone you trust to secure and protect your personal property. Consider a commercial storage facility as an alternative.
  - Notify local police and/or security services as appropriate.
  - Arrange for high-value items (>\$2500) to be stored in a secure location like a safety deposit box.
- Leave the following keys and combinations in a secure place or with someone responsible:
    - Automobiles
    - Home
    - Safety deposit box.
    - Safes
    - Rooms
    - Houses
    - Apartments
  - Arrange for payment of bills
    - Rent/mortgage
    - Lawn service
    - Housekeeping service
    - Utilities
    - Credit card bills
  - Clear out from wallet or purses unnecessary items (keys, various organizational cards, purchase cards, etc...)
  - Computer Access
    - Make spouse aware of computer usernames and passwords.
    - If useful, consider changing passwords on any electronic accounts where the password may expire during the deployment.



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- **Identification Cards, Certifications, Licenses and Travel Documents**

*NOTE: Make copies of all passports and “wallet” cards being taken on deployment (credit cards, membership cards, ID cards, etc.)*

- Common Access Cards (CAC)
  - Always carry your PHS-Uniformed Service and Agency CAC cards
  - Renew CACs for Uniformed Service-USPHS and your Agency if cards will to expire within the succeeding 3 months.
  - Consider the need for access (via Agency CAC) if deploying with your agency computer.
- Driver’s License
  - U.S. Driver’s License
  - International Driver’s License (available through AAA, allows you to drive in most other countries. See AAA for details.)
- Passports
  - Personal passport if flying anywhere (you never know where that plane may have to land).
  - Government Passport (Maroon) if going overseas
  - Consider having a color photo copy of your passport (one for travel and one kept at home).
  - Make photo copies of passport. Take a copy on deployment (kept separate from the wallet) and leave a copy at home with someone.
- Dog tags are **MANDATORY** for certain military aircraft.
  - Dog tags can be obtained from the following:
    - Local Military Installations
    - Rocky Mountain ID
    - Dog Tag Headquarters (<http://www.dogtaghq.com>)
    - <http://www.dogtags.com>
      - The information that needs to be on the dog tags:
        - Last name
        - First name
        - Middle initial
        - Social Security Number
        - Blood Type
        - Religion
- Professional licensure
- Certifications
- BLS
- Immunization Card (Yellow)
- Travel Documents
  - Orders



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Depending on the nature of your deployment, the origin of orders may vary. Your orders may originate from RedDOG, HHS, or the requesting Agency. In some emergency situations, you may NOT receive orders before deployment.
- Travel Itinerary
  - Depending on the nature of your deployment, the origin of your travel itinerary may vary. Your travel itinerary may originate from RedDOG, 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 are notified.
- Reimbursement
  - Depending on the nature of your deployment, you may be provided with housing and food. In other situations, you will be reimbursed for your housing/meal as per diem. The requesting agency will provide you with instructions on submitting a travel voucher to the agency that prepared your travel.
  - Obtain and Carry a Federal travel credit card if applicable.
  - Clarify use of air card overseas. Place activation costs on travel request and get office to activate. (International)
- **Medical**
  - REQUIRED
    - Ensure immunizations are current.
    - If applicable, acquire deployment specific immunizations/prophylactic medication.
  - RECOMMENDED
    - Check prescriptions for status of refills and expiration dates
    - Ensure you have a spare set of eyeglasses and/or contact lenses
- **Legal**
  - RECOMMENDED
    - Prepare a Will and inform spouse, relative and/or designated person of its contents
  - TIPS
    - Consider giving a spouse, relative or trusted friend a power of attorney or limited power of attorney to handle affairs in your absence or designate someone to make health care decisions on your behalf.



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Prepare a medical power of attorney/letter to authorize guardians to obtain medical treatment of minors.
- Place important documents in a safe deposit box (i.e., Will, Power of attorney, birth certificate, court documents, social security care, tax records, passports)
- **Financials**
  - RECOMMENDED
    - Register for online access to your accounts. Obtain PIN numbers and passwords as needed.
    - Set up automatic deposit, investment and payment services
    - Check on anything which may be due during the deployment period i.e., taxes, etc.,
  - TIPS
    - Set up a folder to hold receipts, financial and legal documents in your absence
    - Review financial arrangements. Make sure all financial accounts are shared with your spouse.
    - Record financial account numbers and take a copy of that record with you when you deploy.
    - Keep additional funds in your checking account to manage household.
    - Make arrangements for bill payment while gone (cover the planned deployment period plus a buffer period in the event return is delayed).
    - Notify creditors who may offer deployment discounts.
    - Notify credit card companies and banks to authorize use of cards while overseas (for protection, use in other countries will sometimes be blocked)
    - Many ATM cards work overseas, although this varies from country to country. ATMs may not be an option in an emergency response situation. *NOTE: For USAA members, international ATM fees up to a certain amount can be reimbursed.*
- **Miscellaneous**
  - Make a list of important e-mail addresses to take with you.
  - Establish an emergency communication plan.
  - Make sure spouse is aware of computer passwords.
  - Contact cell phone companies to confirm/determine use overseas. Discuss a text plan and determine if it would be cheaper than a voice plan overseas.
  - Ask about blackberry use overseas. (International)
  - Discuss availability/need for an international Blackberry (International)



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- **Mission Support**
  - REQUIRED
    - Complete pre-deployment training as required by RedDOG and support agency.
    - Confirm deploy-ability status (no temporary physical limitations)
    - Adhere to travel clearance procedures through home agency (International)
    - Pre-deployment culture/legal briefings (International)
    - Check State Department web site (International):
      - for travel warnings
      - country-specific information
    - Medical evacuation plan (country specific) (International)
    - Check in-country US Points of Contact (DOS, DOD, CDC) for routine and emergency access. (International)
    - Consider security if dealing with classified information or if there were any possible approaches from foreign security personnel. (International)
    - Briefing/information from appropriate security office. (International)
    - Check, in particular, special needs for securing/using IT devices, computers, phones, etc.,
    - Consider taking the on-line UN course (personal safety and security): <https://training.dss.un.org/courses/login/index.php>
  - RECOMMENDED
    - Backup all computer files for deploying computers
    - Copy critical files to thumb drive for travel (in the event computer is lost/damaged in transit)
    - Inform host nation(s) contacts as necessary (embassy, Ministry of Health, etc.,)
    - Contact mission Officer in Charge (OIC) and your support element as necessary i.e., mission and/or country reports.



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

### Annex E: TRAVEL DEPLOYMENT CHECK LIST

#### General Instructions:

- Remember Plane Ticket.
- Get information on local conditions in deployment location (to guide packing and preparation)
- Consider airline weight/size limitations and the portability of all gear together.
- An individual should be able to move all their gear at one time by themselves.
- Pack in a roll-aboard case (wheels) if appropriate, if not then with carry/back-pack straps.
- Attach name tags with contact information to the outside of luggage and place contact information inside each bag.
- Wash clothes before wearing to prevent irritation.
- By placing items in individual Zip lock baggies, items will remain dry in the event that luggage gets wet. Zip lock baggies will also protect items from dust and bugs.
- Rolling clothes instead of folding them will save space in your luggage.
- Bring uniforms and clothes to last for 14 days or the length of your deployment.
- In an austere environment, it is best to bring ODUS.
- Bring cold weather clothing and exercise clothes/shoes, as appropriate.
- Select clothes that can be layered for cool to cold weather or for overly air-conditioned indoor spaces.
- Shoes should be comfortable and broken in. If not, bring shoe insoles, moleskin, or other items to address blisters
- May need steel-toed boots (deployment dependent)
- Bring personal carry systems for items to keep close.
- Consider leaving at home items that you cannot afford to lose.
- Consider taking items that you cannot live without.
- Check internet to determine information on electrical systems in country (International)
- Carry-on Luggage/"Bugout bags." It is important to keep some absolute essentials in a carry-on bag in order to remain comfortable for a couple of days when and if your baggage gets lost. *NOTE: Keep bags small enough to fit in an overhead compartment, liquids cannot exceed 3.4 fl. Oz. and avoid packing weapons or other TSA prohibited items.*
  - Suggested carry-on items:
    - **REQUIRED**
      - Plane ticket



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Military ID (CAC), Orders, driver's license, dog tags, passport(s)
- Federal travel credit card and calling card (if provided)
- Travel orders
- Itinerary and flight information
- Cell phone and charger
- Uniform/components (1 set) (with daily change in undershirt and undergarment)
- Uniform footwear (1 pair)
- Undergarments for 3 days
- Undershirts for 3 days
- Socks for 3 days
- 1 quart clear Zip lock with travel size (3.4 fl. oz.) (toothpaste, toothbrush, shampoo, soap, deodorant, shaving cream, insect repellent, sunblock)
- 14 days of any prescription medication you regularly take
- RECOMMENDED
  - Safety shaving razor
  - Glasses, extra contact lenses
  - Towel
  - Small roll of toilet paper
  - Shower shoes
  - Large plastic trash bag
  - Rain poncho
  - Pen/Notebook
  - Immunization record (yellow card)
  - Flashlight with extra batteries
  - Important phone numbers
  - Copy of professional license, certifications and BLS card
  - 1 Meal Ready to Eat (MRE) (Note: Flameless heaters are prohibited on commercial airlines unless in original MRE bag)
  - Energy bars, nuts, snacks, etc.,
  - 1 EMPTY water/canteen (fill up after clearing airport security)
  - 1 bottled water (May need to discard when going through airport security)
  - Change of civilian clothes
  - Travelers checks





## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Cash ( $\leq$  \$150) should an ATM not be available
  - Stethoscope, for clinicians
  - Lock for duffel bag
  - Watch (black/water-proof)
  - Eye and ear protection, black gloves (leather or fabric)
  - Detailed map of the area you're going to before you get there.
  - Language guides (International Travel)
  - Letters, orders or other IDs that might be used to convey to the airlines or car rental agency that you are responding to a disaster, and need priority assistance in obtaining a flight or rental car.
- PROHIBITED! Do not bring any of the following:
    - Alcoholic beverages
    - Liquid fuel
    - Cappuccino/coffee makers
    - Electrical appliances
    - Jewelry ("Medic Alert" bracelet or necklace is ok)
    - Firearms and ammunition
    - Rambo knives and knives over 4"
    - Boonie hats
    - "Sterno" heaters
    - Large Sums of money
    - Purses (with FUUs)
    - Picnic coolers
    - Illegal drugs
    - Contents under pressure

### A. Clothing

*[Note: For hot weather, clothing should be light and generally made from materials meant to pass or "wick" perspiration and dry quickly. For cold weather layered clothing is preferable (avoid cotton)]. Adjust the number of socks, underwear, etc., that you pack to ensure you can remain comfortable, clean, and drug during deployment.*

- Uniform
  - Appropriate uniform (type, fabric, fabric weight) sufficient in number for the deployment (check with uniform authority)
  - Gloves
  - Boots/shoes as specified
  - Knee highs/panty hose/appropriate socks



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- All components of the uniform
  - Name tag
  - Collar and Hat insignias and devices
  - Shoulder boards
  - Pins
  - Belts
  - Buckles
  - Cover (extra)
  - Knee highs/panty hose
  - Appropriate socks
  - Shoe laces
  - Remember spares
  - Hair fasteners such as bobby pins, other implements and products to secure hair in place
  - Dog tags (if needed)
- Footwear
  - Work shoes/boots as appropriate (safety/steel toed boots if needed).  
Already broken in!
  - Civilian shoes
  - Shoe inserts/orthotics
  - Socks (shoe and boot) that pass or “wick” moisture away from feet (enough to switch out as they can be cleaned and for warmth if appropriate) (no cotton)
- Outerwear
  - Light-weight jacket (even in hot environments for working in air conditioned areas and/or travel)
  - Insulated jacket/pants (cold weather areas)
  - Organizational outerwear/jackets if issued
  - Rain gear (hat, pants, jacket or poncho)
  - Hats
    - Appropriate for environment and activity (wide brim for sunny weather)
    - Ball cap
    - *NOTE: Boonie hats are Prohibited*
  - Cravat/scarf/neck towel/handkerchief
  - Gloves (for cold weather) (work gloves listed separately)
  - Sun glasses and case
- Exercise clothing
  - Running shoes,
  - Shorts/pants
  - Shirts
  - Athletic support garments



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Sock, sweat bands
- Swimming goggles, etc...
- Shower attire
  - Swimming clothing (for communal showering)
  - Shower shoes or flip flops (consider taking two sets of cheap shoes so that one is available as a spare but they can be thrown away when the deployment ends).
  - Shower Cap
- Sleeping clothing (for communal sleeping)
- Underclothing (consider synthetic quick-drying materials)
- Belt
- Eyeglasses and contact lenses (extra pair) and case
- Civilian clothing
  - Weather dependent “civilian” clothing (comfortable and appropriate for non-duty wear)
  - If you are deploying outside of the United States, please account for local customs when selecting civilian clothing. Consult a reliable resource to determine clothing that is customary and appropriate for that country. In many areas of the world, revealing clothing such as shorts, plunging necklines, spaghetti straps, visible bra straps, sandals etc., particularly for women, is not appropriate wear.

### **B. Eating/Food Items**

- Water bottle/canteen with insulated carrier (and/or platypus/camelback type water bladders) with cup.
- Cup e.g., travel mug (suitable for hot or cold liquids)
- Eating utensils (disposable knife, fork, spoon, etc...)
- Bowl, Plate
- Hand sanitizer bottle(s)/wipes
- Small bottle of bleach can be very useful (e.g. to wash fruit or vegetables before eating) (International)
- Emergency food items
  - At least one day’s worth of emergency food and bottled water (for initial movement to site – consider trip delays without access to food) e.g. MRE’s/dehydrated food, protein bars, other concentrated sustenance, chewing gum, dried fruits, nuts, granola/protein bars, packaged crackers, other packaged healthy snacks, tea bags, breath mints.
- Powdered drink mix/coffee mixings (non-caffeinated electrolyte replacement drinks are good for hot weather)



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Matches and/or Lighter (NOT IN CARRY-ON)
- Water purification system (iodine tablets (check currency), water filter, water pump, SteriPen,
- Utensil cleaning supplies – dish soap and scrubber

*Notes – Avoid changes to lifestyle habits e.g., new foods, diet, caffeine, tobacco etc., as these changes may impact individual health, wellbeing and ability to perform during the deployment.*

### C. Electronics

- Cell phone(s) (Personal/Work)
- Spare batteries for all devices (try to carry devices which use like-batteries).
- Flashlights (no batteries), Headlamp (batteries), room/area lamp, reading light (no batteries)
- Earbuds/earphones/microphones
- Laptop lock and cable
- Bag to secure electronic items when not in the person's individual possession.
- Thumb drive(s) (including secure "Iron Key" drives)
- Extension Cord (recommend bright color with multi-plug end) information on electrical systems in country
- Converter (International)
- Power strip
- Camera
- Cases and chargers for all items
- Connection cables for all devices (usually for computer connection)
- Printer with cables, paper, software package, toner packages
- GPS device(s) with all peripherals
- Vehicle power converter
- Black Watch with illumination
- Alarm Clock (no batteries)
- Personal devices (music, etc...)
- Portable mouse
- Pointer (electronic laser)
- Air card/wireless card
- Weather radio
- Radio (commercial) with earphones
- Radio (hand-held for 2-way communications on planned channels)
- Satellite Phone with all accessories
- LCD projector
- Portable scanner



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Solar chargers
- Several blank recordable disks

### **D. Office/Work Supplies**

- Writing utensils – pens/pencils/sharpiers. Multiple colors?
- Pencil Sharpener
- Highlighters. Multiple colors?
- Paper/notebooks (various sizes?)
- Paper Organizer with zipper (binder, Trapper keeper, etc.,)
- Sticky pads
- Folders/pocket envelopes
- Stapler (with staples and staple remover)
- Binder clips, paper clips (various sizes)
- Rubber bands
- Tape – Scotch tape and Duct Tape
- Quick ties – various sizes
- Applicable forms/Individual work forms
- Scissors
- Tool bag for deployment/professional role

### **E. Toiletries**

*Note: It is useful to have a toiletry kit that hangs while showering; to double bag liquid containers; and to consider the impact of extreme temperatures on certain toiletries. Also, avoid bringing toiletries contained in pressurized packaging.*

- Shower Needs
  - Body/facial cleanser e.g., (bar or liquid soap and container)
  - Wash cloth and body towel (2). *NOTE: Camping synthetic items preferred over cotton (dry quicker)*
  - Shower cap (disposable type)
  - Unscented shampoo and conditioner
  - Razor (non-electric) and shaving cream
  - Unscented deodorant
- Dental Needs
  - Toothbrush
  - Toothpaste
  - Dental floss
  - Mouthwash (Original Listerine)
- Hair Needs
  - Detangling spray



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Combs/brushes
- Hair spray, gel, mousse
- Hair fasteners
- Prescription medicines
  - Sufficient quantities and refills for mission plus an emergency supply (approximately a thirty day supply)]. *Note: Bring only medications you have successfully used. Unless necessary, avoid initiating new drug treatments while on a deployment,*
  - Any prescription medications prescribed for the deployment (e.g., prophylaxis)
  - Insulin (if needed)
  - Epi-pen
  - Ancillary devices needed for treatment(glucose monitor, c-pap)/medications (syringes, spacers, dose cups)
- Personal supply of over-the-counter medicines and remedies
  - Analgesics (e.g., acetaminophen, ibuprofen, naprosyn)
  - Sleep aids
  - Gastro-intestinal relief
    - Antacid (Pepto-Bismol, Zantac)
    - Antidiarrheal (Imodium)
    - Laxative (Fiber, Docusate Sodium, Ex-Lax,)
    - Indigestion (Rolaids)
    - Intestinal gas (Gas-X, Simethicone)
    - Motion Sickness (Dramamine, Mint Gum)
    - Hemorrhoid relief (Preparation H)
  - Cough and cold and allergy relief
    - Decongestant nasal sprays and tablets (pseudoephedrine)
    - Antihistamines (e.g., Benadryl, Claritin, )
    - Cough aids (Syrups and Drops)
    - Expectorants (Mucinex)
  - Topical Creams and Ointments
    - Anti-inflammatory (Hydrocortisone Cream or Ointment)
    - Antiseptic for wound cleansing
    - Antibiotic (Triple Antibiotic Cream or Ointment, Bacitracin)
    - Antifungals and yeast (Tinactin, Monistat)
    - Cold sore,
    - Acne
    - Protectant (Desitin, Vaseline)
    - Sunburn Relief (Noxema, Solarcaine)
    - Unscented sunblock (High SPF)
  - Ear and Eye preparations
    - Saline solution
    - Contact lenses cleaner



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Eye Moisturizer
- Eye and ear ointments
- Sty relief
- Lice treatments
- Dietary Supplements and Herbals (Multi-vitamins as a minimum)
- Foot powder and/or foot soap
- Wipes (baby/alcohol/body wipes)
- Hand and body moisturizer
- Baby powder/Corn Starch
- Small (emergency) toilet paper roll
- Hair fasteners
- Feminine Hygiene items. (*NOTE: Finding feminine hygiene products e.g., tampons is difficult in some countries*) (*International*)
- Q-tips
- Cotton balls
- Condoms
- Moleskin and Band-Aids (different sizes)
- Small mirror (unbreakable, magnifying on one side, with hanging cord)
- Insect repellent (DEET)
- Household insect spray
- Lip balm or petroleum jelly (useful for dry skin anywhere on body)
- Tweezers, nail clippers, fingernail file
- Mosquito netting

### **F. Documentation/Financial/Misc. Paperwork**

- Passports (personal and official)\*\*
- Driver's license
- Organizational ID card(s)/CAC cards
- Organizational purchase/credit cards. Include any PINs for cash advance/ATM
- Credit Card(s) and/or ATM cards
- Cash, travelers checks
- Government Emergency Telecommunication Service (GETS) card/info
- Phone calling card
- Business cards
- A list of important addresses and e-mails.
- Maps (try to get deployment location maps)
- Work reference books or apps
- Language references
- Proof of professional licenses/certifications
- Hotel and travel "frequent flyer" cards



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Name badges
- Forms/formats for travel claims
- Shot/inoculation records
- Medical Insurance cards

### G. Luggage and carry gear

*\*Note: Luggage should be sturdy and lockable. Try to carry only one check-in bag and one carry-on. Military duffle bags are authorized up the maximum of 70 lbs. on commercial airlines.*

- Main travel bag (with rolling wheels if appropriate, if not then with carry/backpack straps)
  - Duffle/Sea/Dry Bag with a Pad lock or luggage lock (combination lock preferred)
- Carry-on bag/Bugout Pack (Airline approved and limited size) (Personal gear necessary for 48-72 hours)
- Personal unique identifier on luggage/gear. *NOTE: If you must check luggage, make it easily identifiable to baggage handlers (e.g., large decals, large colorful straps, other stand out attachments) should there be a need for them to quickly locate your bag and transfer it to another flight.*
- TSA approved locks for all checked baggage items
- Personal carry systems for items to keep close (usually clothing pockets are not enough for stuff to keep close). Consider a vest, various belt attachments, shoulder bags, passport or travel pouch that can be worn against the skin.
- Waterproof packing for all items (waterproof bags, trash bags, zip-lock bags, recycled comforter/pillowcase retail packaging (clear zippered bags) are useful etc.,
- Large contractor trash bags (for covering regular bags if outside in the weather)
- Hard cases with locks as appropriate
- Separate computer carry bag

### H. Safety/Emergency Gear

- First Aid Kit – (highly personal depending on medical skills). Consider as minimum, gloves, CPR mask, large trauma dressing, small dressings, tape, band aids, glucose, antiseptic; head ache, inflammation, muscle ache medicines.
- Respirator/particulate filter masks (*Note: possible need for fit testing prior to deployment*)
- Protective glasses
- Protective goggles (particularly for helicopter operations)
- Work gloves





## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Hearing protection (if separate include ear plugs for sleeping)
- Sunscreen
- Insect repellent
- Chapstick with good SPF (sun) protection.
- Emergency “Space” blanket
- Unique PPE depending on emergency conditions – Bio, Chem, Radiological Emergency.
- Reflective vests and/or belts (for outside work and/or for physical training)
- Chemical light sticks
- Whistle
- Monocular or small binoculars

### **I. Sleeping/Living gear**

- Travel pillow
- Sheet
- Travel blanket (one small blanket/military poncho liner - easy to pack and use)
- Blanket (OD/green, thick fleece/dark color)
- Sleeping bag/system rated for the expected weather (winter and/or summer)
- Sleeping over bag (consider a waterproof outer bag with integral bug screen for general purpose emergency use)
- Mosquito Netting
- Tent (Consider a small/light single-person tent. Most have separate rain fly so without it the inner part can be used indoors or on a cot as a mosquito netted sleeping area.)
- Sleeping pad/air mattress
- Ground Cloth
- Ear plugs
- Eye/black out mask as appropriate

### **J. Miscellaneous**

- Money
  - In general, travel initially with enough cash for deployment ( $\leq$  \$150).
  - International Considerations and Money Exchange
    - Use smaller denominations, some areas are unable to provide change for even \$20 bills.
    - Obtain newer and cleaner bills because some areas will not accept older or soiled bills.
    - Determine if it is possible to get cash while in country.



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- Balance the need for large amounts of cash with the security issue of losing it or having it stolen.
- Exchanging Money *NOTE: Exchange rate differences can be significant.*
  - Determine who has the best exchange rate for US to local currency
  - Usually airports are the worst places to exchange money.
  - With notice many US banks can provide foreign currency.
  - Deploy with a certain initial amount of foreign currency to cover immediate needs.
- Padlock
- Personal identification tags (dog tags)
- Hangers
- Recreational items – playing cards, Frisbee, football, Hackey-sack
- Reading materials/entertainment (*NOTE: You will most likely have limited access to electrical outlets.*)
- Sewing kit
- Laundry detergent/soap
- Mesh laundry bag with large metal laundry bag safety pin
- Dryer Sheets (Bounce-also acts as insect repellent in pants pockets and cover)
- Tools – shovel, hammer
- Personal professional equipment (unique for law enforcement, fire, medical personnel, etc...)
- Clothesline /String/parachute cord (25')
- Clothes Pins
- Multi-tool, Leatherman, Swiss Army knife, pocket knives, EMT shears/scissors (do not bring in carry-on bag)
- Hand and foot warmers (usually chemical)
- Inventory sheets listing critical items (with serial numbers) and key items in all bags/cases.
- GPS and compass (emergency hand compass and consider a vehicle compass)
- Casual reading materials (books, games, magazines)
- Music/media player, etc.,
- Carabiners (metal loop with a spring-loaded gate used to quickly and reversibly connect components) are very helpful for organizing and hanging gear, setting up laundry lines, etc.,



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

### Annex F: KEY INFORMATION FOR TRAVEL

- Travel Agenda
- Emergency Contact information for travel changes/problems
- Emergency Contact information for mission issues/changes (usually HQ 24x7 command center)
- Notification procedures for travel (who to contact and when for every stage of travel)
- Notification of specific duty assignment and location. Include specific reporting instructions (where, when and to whom)
- Written copies of key web sites and email addresses (in the event the traveler needs to use someone else's computer)
- Receive specific instructions on clothing/uniform requirements for movement and operations.

#### Key Documents

- Travel/mission orders
- Travel Itinerary



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

### Annex G: DURING DEPLOYMENT CHECKLIST

- **Notifications**
  - REQUIRED:
    - Inform supervisor of any deployment related changes (i.e., extension)
  - RECOMMENDED:
    - Maintain contact (e.g., call, email, text) with family and friends as frequently as possible to let them know you are safe.
  - TIPS:
    - If applicable be cognizant of international phone calling rates.
    - Consider other communication options e.g., Skype, voice over IP, texting
- **PHS**
  - REQUIRED:
    - Maintain packed items for deployment (refer to packing list)
  - TIPS:
    - Not award-worthy accomplishments
- **Medical**
  - REQUIRED:
    - If applicable, maintain prescribed medication intake.
    - If applicable, maintain prophylactic medication intake
  - RECOMMENDED:
    - Be sure to maintain a balance diet, including adequate hydration intake, to the extent possible.
    - Be sure to adequately address minor injuries (e.g., wrap sprained joints, disinfect/dress open wounds, etc.)
- **Legal Affairs**
  - TIPS:
    - Stay on top of any pending legal action, either civil or criminal
- **Financials**
  - RECOMMENDED:
    - Review online accounts on a regular basis.
    - Maintain online payments.
- **Miscellaneous**
  - RECOMMENDED
    - Notify points-of-contact of modifications to the emergency communication plan.
  - TIPS:
    - Maintain a journal.
    - Take photographs.
    - Record notes.



## **United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)**

- Begin working on the action review report.



**United Public Health Service-Commissioned Corps  
Deployment Information and Master Checklist  
(Domestic and International Travel)**

**Annex H: REDEPLOYMENT CHECKLIST TO THE TRAVEL/  
DEPLOYMENT CHECKLIST**

- Notify appropriate offices of return to home station.
- Clean all equipment/clothing.
- Restock critical supplies.
- Repack.
- Contribute as requested to after action processes/documentation.
- Back-up computer files/information from deployment.
- File travel claims.
- File required injury reports.
- Complete post-deployment medical requirements e.g., physical examinations, tuberculosis tests, malaria and other prophylaxis regimens, etc.,



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

### Annex I: POST-DEPLOYMENT CHECKLIST

- **Notifications**
  - REQUIRED
    - Call/email Readiness and Deployment Operations Group (RedDOG), “Notice of Arrival” (NOA) or “Return Home Safely” (RHS)
    - Call/email your team Executive Assistant/Public Information Officer (EA/PIO), NOA or RHS
    - Call/email your supervisor, NOA or RHS
  - RECOMMENDED
    - Call your significant other, thank him or her for his or her support.
    - Call you friends and family, thank them for their support.
    - Call/email your PAC support officer (If you have one), NOA or RHS.
  - TIPS
    - Switch your cell phone from international setting back to nationwide setting (If you have an international phone)
- **Travel**
  - REQUIRED
    - Scan all of your documents pertaining to your travel voucher into the IT “travel management program” and sign your travel voucher for approval
    - Send your official government passport (maroon) back to your Agency IHS CDC NIH HRSA FDA
    - Others: contact your agency travel liaison for their information and return address
    - Assure your IT “travel management program” account is transferred back to your agency for future work related travel
  - RECOMMENDED
    - Check your IT “travel management program” to assure your repayment for your travel voucher went through.
- **Medical**
  - REQUIRED
    - Continue taking your prophylaxis medications until regimen is complete.
    - Adhere to any required quarantine periods.
  - RECOMMENDED
    - Document and report any personal medical incidents or exposures that occurred on the deployment (ticks, mosquitos, H1N1, etc.,)



## United Public Health Service-Commissioned Corps Deployment Information and Master Checklist (Domestic and International Travel)

- TIPS
  - Provide a copy of any incidents to your medical provider and continue any follow-up visits necessary.
- **Mission Support (follow-up)**
  - RECOMMENDED
    - Develop a presentation to present to your local COA, colleagues, etc., (you will need it at some point)
    - Create and send an “After Action Review” (AAR) to your supervisor about the mission. Also, send a copy to RedDOG if requested.
    - Submit after actions summary of your roles and lessons learned to the Readiness Sub- Emergency Preparedness Advisory Committee (EPAC).
    - Complete follow-up with host nations(s) contacts as necessary (embassy, Ministry of Health, etc.,)
    - Complete follow-up with the mission Officer in Charge (OIC) and your support element i.e., mission and/or country reports
    - Maintain contact with fellow officers and try to help design procedures for future deployments.
- **Re-entry Office**
  - RECOMMENDED
    - Request Rest and Recovery (R&R) with supervisor as needed (optional and best to do prior to leaving on deployment).
    - Check your bank account and bills and make sure everything is current and paid up to date
    - Clean all of your field equipment and have it prepared for another mission.
    - Determine if need to get computers and blackberries wiped and re-imaged.
    - Send another e-mail to RedDOG to confirm that you have completed everything you should have.
    - Continue to be with your job and be ready for another deployment