

PRE-DEPLOYMENT CHECKLIST

Nine Months Prior to Deployment

Action Item	Assigned To	Completed
Meet with CO/XO and CMC/COB to determine objectives/focus for deployment		
Meet with RAB to brainstorm ideas, create/update budget and identify long-range program plan. Be sure to include liberty ports and shipboard activities in budget. Make recommendations to Chain of Command and RFC of value of subsidy for potential tours.		
Request DFSC to evaluate recreation equipment for repair or replacement		
Submit any special equipment requests to DFSC		
Check ship's alpha roster to determine number of crew members making the deployment		

Six Months Prior to Deployment

Action Item	Assigned To	Completed
Survey crew preferences for activities to conduct underway and in port		
Review underway period and port call schedule <ul style="list-style-type: none"> - Dates of departure - Dates of projected port calls - Advanced party debarkation plans - Total underway days - Ship's schedule while in each port 		
Contact local DFS Office for follow up on equipment repair requests/replacement, including fitness center and gear locker		
Assess condition of Cinema At Sea Initiative (CASI) system and initiate repair/replacement if necessary		
Identify holidays/special events that will occur during deployment		
Make sure RSO/RFC have completed <i>Afloat Recreation Program Management</i>		
Contact CNIC Navy Entertainment to request special entertainment		

Four Months Prior to Deployment

Action Item	Assigned To	Completed
Coordinate loading of requested equipment with DFSC		
Using crew preferences to plan calendar of activities/events for underway period and obtain Chain of Command approval		
Review deployment budget and obtain Chain of Command approval		
Identify assignments for RAB		
Identify long term storage for MWR Government Vehicles		
Order supplies/prizes for recreation and fitness program events and activities and make sure to include supplies for unusual port visits		
Clean out storage areas to prepare for new supplies		
Gather port information from local DFSC or online resources		
Gather POC information for Deployed Forces Support worldwide		
Begin soliciting bids for cruise book production, identify necessary supplies and plan of action to complete in a timely manner		

Two Months Prior to Deployment

Action Items	Assigned To	Complete
Submit any last minute requests with DFSC		
Repair/on load new fitness equipment and sufficient spare parts as necessary		
Repair/on load new recreation equipment		
Train repair personnel for fitness equipment		
Network with ships going on same deployment to identify opportunities to collaborate on recreation/tourist activities/events		
Discuss upcoming port dates and LOGREQ with SUPPO		
Contact Husbanding Agent/Local MWR/USO or Tour Vendor for port calls and make arrangements as necessary for intramurals, community-wide special events, unique tourist attractions and available trips and tours, MWR resources; unofficial transportation and local lodging.		
Make plans for holiday party upon return if necessary		

One Month Prior to Deployment

Action Items	Assigned To	Complete
Plan sports events with strike group/local teams		
Brief CO/XO/CMC/COB on status of deployment plans gaining assistance from other departments as needed		
Pay outstanding bills		
Suspend delivery accounts (newspapers, etc.)		
Ensure availability of Beach Det with SUPPO to obtain equipment during deployment		
Provide Beach Det POC information to DFSC		
Make sure there is one last announcement in POD notice for trips and liberty port activities that may require support equipment from home such as scuba gear, fishing poles, musical instruments etc.		
Award contract for cruise book and assign duties and responsibilities to complete the cruise book in a timely manner		

Two Weeks Prior to Deployment

Action Items	Assigned To	Complete
Ensure all above items are complete		
Make sure fitness equipment is in working order		
Purchase necessary office supplies for MWR Program		
Pick up any additional equipment from local DFS		
Store MWR Government Vehicle, conduct safety inspection of vehicle and complete vehicle storage forms		
Follow up on any outstanding details for holiday party if necessary		

Prior to Port Visit – Trips & Tours

Action Items	Assigned To	Complete
Establish trip/tour guideline policies, e.g., refund policy, no show policy, dress code, alcohol policy, chaperone policy		
Set up time and location where trips/tours will be sold; include times to accommodate all duty sections		
Establish a firm last day to buy date and sell trips/tours for one week based on Local Husbanding Agent/Local MWR/USO or Tour Vendor requirements		
Start to advertise available trips/tours and tour guidelines 3-4 weeks prior to port visit		
Maintain a detailed roster for each trip/tour		
Provide final tour numbers five days prior to tour or as requested by Local Husbanding Agent/Local MWR/USO or Tour Vendor		

Port Visit – Upon Arrival

Action Items	Assigned To	Complete
Meet with Local Husbanding Agent/Local MWR/USO or Tour Vendor during port brief to discuss any last minute questions or concerns		
Discuss payment options e.g., cash only, check only, etc.		
Agree on specified day/time to pay Local Husbanding Agent/Local MWR/USO or Tour Vendor for trips/ tours		

Port Visit – Day of Trip/Tour

Action Items	Assigned To	Complete
Identify who will be assisting with muster and send off		
Provide chaperone or participant volunteer with ship recall numbers in case of emergency		
Ensure all volunteers have a current trip/tour roster		
Muster individuals and assure all participants board the correct bus for the correct tour		
Remain available throughout the day for emergencies while enjoying liberty port		

Port Visit – Payments

<i>Action Items</i>	<i>Assigned To</i>	<i>Complete</i>
On specified meeting day, obtain invoice for all trips/tours from Local Husbanding Agent/Local MWR/USO or Tour Vendor		
Create purchase order for invoice using authorized purchasing procedures		
Attach receipt to purchase order and retain with financial records for three fiscal years		

Port Visit – After Action

<i>Action Items</i>	<i>Assigned To</i>	<i>Complete</i>
Conduct after action report/survey		
Compile lessons learned		
Keep all trip/tour information		