



Military Family Kit

Service records, time apart, moves on orders, and
the benefits your family has earned.

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If you only read one page

Military families have benefits and protections most people never use because nobody told them. Start with these seven.

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- 1 Protect the discharge papers.** The DD-214 and service records are needed for benefits for the rest of the service member's life. Keep the original safe and several copies.
 - 2 Settle the paperwork before deployment.** A will, the right powers of attorney, updated SGLI beneficiaries and a family care plan.
 - 3 Keep DEERS current.** Family members must be enrolled in DEERS for TRICARE coverage and ID cards. Update it after every birth, marriage or move.
 - 4 Use the Servicemembers Civil Relief Act.** It caps interest on debts taken on before active duty at 6 percent and can let you end a lease on orders.
 - 5 Carry originals on a move.** IDs, records and valuables go with you. Photograph everything before the movers pack, for any claim.
 - 6 Think hard before retirement benefit elections.** Survivor Benefit Plan choices made at retirement are difficult or impossible to change later.
 - 7 Use the free help.** The installation legal office, Military OneSource and county veterans service officers cost nothing.
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Then start here: **Service records**, page 5.

What is in here

4 worksheets in three sections. Start with the first section, then whichever page someone is about to ask you for. A page filled in roughly is worth more than a blank one.

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01

Service

The papers and people behind the service member.

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Service records

Where each service member's papers are, and the ones the family will be asked for. Never write ID or policy numbers here.

The full guide: hubstone.com/guides/military-family-records

Service member _____

Branch _____

Status (active, reserve, guard, retired, veteran) _____

Years of service _____

Document	Where the original is	Copy kept at
DD-214 or separation papers		
Current orders		
Military ID and dependent ID cards		
DEERS enrollment confirmation		
TRICARE or VA health enrollment		
SGLI or VGLI policy and beneficiary form		
VA disability rating letter		
Military will and powers of attorney		
Awards, evaluations and service record		
Marriage and children's birth certificates		

DEERS comes first. Family members must be enrolled in DEERS to get ID cards and TRICARE. Check each person's enrollment after every birth, marriage, divorce or move.

SGLI coverage ends after separation. Converting to VGLI has a deadline, so check it before the last day of service.

Deployment and time apart

Who handles what while the service member is away, and how to reach them in an emergency.

The full guide: hubstone.com/guides/military-family-records

Who is in charge at home

Job	Who	Backup
Children's care		
Pets		
Bills and banking		
House or rental		
Vehicles		
School and medical decisions		

Papers in place before leaving

- ☐ General or special power of attorney, and who holds it
- ☐ Family care plan, if single or dual military with children
- ☐ Will reviewed and current
- ☐ SGLI beneficiary form current
- ☐ Bills on automatic payment
- ☐ Spouse or caregiver can reach the online accounts they need

Reaching the unit

Unit _____ Unit phone _____

Family readiness contact _____ Phone _____

Chaplain _____ Phone _____

In a family emergency. The American Red Cross passes emergency messages to service members. Have the service member's full name, branch, rank, unit and base ready when you call.

How we will stay in touch, and when

02

Benefits

What the family may be owed, and a claim from filing to decision.

Military family benefits

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Military family benefits

The benefits the family may be eligible for and what is in place now, plus a tracker for a disability claim from filing to decision.

The full guide: hubstone.com/guides/military-family-benefits

Benefits you may be eligible for

Benefit	Eligible	Status and details
VA disability compensation (record the rating)		
Aid and Attendance		
Survivor Benefit Plan (SBP), whether active, awaiting a decision, or not enrolled		
Dependents' Educational Assistance (Chapter 35), and which dependents are eligible		
GI Bill transfer, amount and status		
State veteran benefits, and which state		
Vocational Rehabilitation and Employment, application status		
Other benefits		

Aid and Attendance. Pays up to \$2,431 a month to a veteran and up to \$1,318 a month to a surviving spouse. The rates change each year, so check the current figure on VA.gov.

Benefits in place now

Benefit	Status	Monthly amount	Notes

The disability claim

Claim number _____

Service member's name _____

Date of birth _____

Date the claim was filed _____

VSO or representative _____

Conditions being claimed

Where the claim stands

The VA typically takes 3 to 6 months to process a claim. Write in the date as each stage is reached.

Stage	What is happening	Date reached
Gathering evidence	Collecting medical records and supporting documents	
Submitted	Claim received by the VA	
Under review	The VA is reviewing the evidence and scheduling an exam if one is needed	
Decision pending	The final decision is being prepared	
Approved or denied	Decision letter received	

If the claim is denied, you can appeal. Usually within one year of the decision. A Veterans Service Officer will represent you in a claim or an appeal at no charge.

Contacts

Contact	Name, number, or website
Local VA regional office	
VA medical center	
Veterans Service Officer (VSO)	
State veterans affairs office	

Resource	Number or site
VA claims hotline	1-800-827-1000
VA appeals hotline	1-800-827-1000, then press 4
Claim status	VA.gov, then Check claim status

While the claim is open

- ☐ Respond right away to every VA request for more information
- ☐ Keep a copy of everything you send the VA
- ☐ Check the claim status on VA.gov once a month

Notes

03

Moving

What to carry, what to photograph, and what to call about.

Moving on orders

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Moving on orders

The papers to carry yourself, what to photograph, and the calls to make before and after a move.

The full guide: hubstone.com/guides/military-family-records

Carry these yourself

- ☐ Orders, several copies
- ☐ Birth and marriage certificates
- ☐ Passports and ID cards
- ☐ Medical and dental records
- ☐ Children's school records
- ☐ Pet health records
- ☐ Vehicle titles and registration
- ☐ Household goods inventory

Before the movers come

- ☐ Photograph each room and anything valuable, with serial numbers
- ☐ Set aside what should not ride on the truck
- ☐ Ask the schools for records and withdrawal forms
- ☐ Book the pet transport and check the new base's pet rules
- ☐ Forward the mail and move the utilities
- ☐ Update your address with DEERS, TRICARE and the banks

After you arrive

Task	Done
Check the delivery against the inventory and note damage on the paperwork	
File any damage claim before its deadline	
Register vehicles and update licenses as your new state requires	
Enroll the children in school	
Find new doctors and transfer prescriptions	
Update the Exceptional Family Member Program, if you are enrolled	
New base and address	
Relocation office contact	

This does not have to stay paper

You have just written down the things your family would otherwise have to work out under pressure. Keep this binder somewhere two people know about, and tell them it exists.

Paper goes stale. A phone number changes, a policy renews, a parent moves, and the page you filled in last spring is quietly wrong.

Hubstone holds the same record and keeps it current. Enter something once, and share each page only with the people who should see it. When a detail changes, the record changes with it, and the reminder comes before the deadline. The Military Family Kit is free, on paper and in the app.



Fill it in once

Scan to start at hubstone.com/start. No card needed.

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