



Yellow Ribbon Reintegration Program

For Those Who Serve and Those Who SupportSM

Family Care Plan: Army

DA Form 5305-R, *Family Care Plan*, is the form on which the Service Member explains and documents the specific measures he/she has taken to ensure that his/her family is cared for during his/her absence.

DA Form 5841-R, *Power of Attorney*, is the legal means by which the Service Member gives another person the legal authorization to care for the Service Member's dependent children and to make important decisions regarding the children on behalf of the absent Service Member-parent. The Service Member may use a Special Power of Attorney for Child Custody prepared by the OSJA in lieu of DA Form 5841-R. We recommend that the Service Member prepare the Power of Attorney in advance but wait until deployment to sign and notarize it and deliver it to the Guardian. Service Members must use the utmost care and consideration in designating Guardians for family members. Guardians must be persons to whom the Service Member can entrust the welfare of his/her children or other family members. Guardians should be persons who will be immediately available in the event of an emergency and will be able to exercise their responsibilities for extended periods of time, if necessary. **THE GUARDIAN CHOSEN SHOULD NOT BE ANOTHER SERVICE MEMBER WHO MAY BE DEPLOYED OR MOBILIZED.**

DA Form 5840-R, *Certificate of Acceptance as Guardian or Escort*, must be completed and signed by the Guardian in the presence of a notary. The Guardian then returns the form to the Service Member. The form proves that the Guardian has agreed to accept the responsibility of caring for the family members of a Service Member and has been provided all necessary legal authority and means to do so. The form also serves as verification that the Guardian has been thoroughly briefed by the Service Member on all of the responsibilities he/she will assume, the locations of pertinent documents, and the procedures for accessing military and civilian facilities and services on behalf of the Service Member's family members.

DD Form 1172-2, *Application for Uniformed Services Identification Card DEERS Enrollment*. The Family Care Plan must contain one ID Card application, signed by the Service Member, for each family member. Ensuring that each family member can obtain an ID Card guarantees the uninterrupted access to military benefits and privileges while the Service Member is absent. AR 600-8-14 requires ID Cards to be issued for children under age 10 who live with a single parent or dual-military couple.

DD Form 2558, *Authorization to start, stop, or change allotment, for Active Duty or Retired Personnel*, is prepared in advance, but not executed by the Service Member

until deployment. The form initiates an allotment from the Service Member's military pay to provide for the care and support of his/her dependents in his/her absence -- usually the easiest and most secure way of ensuring that money is available to meet the family members' needs. The Service Member also should consider establishing a bank account, to which the named Guardian has access, for payment of the allotment. Consult with officials at your bank to determine the best way to establish such an account. The Service Member may provide other proof of financial support arrangements for the care of dependent family members in lieu of DD Form 2558.

Please include Letters of Instruction, executed by the Service Member, which contain additional personal information for the Guardian. Information commonly provided in Letters of Instruction includes forms authorizing the Guardian to obtain access to the military installation and to basic military services such as the Commissary and Post Exchange on behalf of the Service Member's family members (necessary application forms may be obtained at all Commissary/AAFES offices) and information relating to family member medical needs, such as the names and addresses of physicians, dentists and other health care professionals; locations of current medical, dental and immunization records; and prescriptions for medications required to treat a family member's allergies or other conditions.

The Letters of Instruction also should include forms and papers pertaining to the deployed Service Member's legal affairs, such as a list of Social Security Numbers for all family members; information as to the locations of insurance policies, bank accounts, safety deposit boxes and other important papers; instructions for driver's license and automobile registrations that may expire while the Service Member is away; and arrangements for any taxes that may come due while the Service Member is away. A Power of Attorney authorizing the Guardian or some other responsible person to sign, execute and file income tax returns on behalf of the Service Member and an authorization allowing a responsible individual to obtain a copy of the Service Member's W-2 should also be included. Most importantly, a copy of the Service Member's Will should be attached to the Letters of Instruction.

DA Form 5304-R, *Family Care Plan Counseling Checklist*, documents that the Service Member has been counseled by his/her commander and is aware of the requirement for a Family Care Plan and the documents it must contain.

Additional information is available online at: <http://www.apd.army.mil>



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Family Care Plan: Navy

Each Member shall develop and forward an adequate Family Care Plan through the appropriate chain of command for filing as prescribed by the regulations of the Military Department or the CEW organization concerned. The complete plan shall include, at a minimum:

(1) Applicable documentation identifying:

(a) Names and contact information of the caregiver and alternate caregiver.

(b) Provisions for short-term absences (e.g., temporary duty for schooling or training, or, in the case of RC members, active duty for training) and long-term absences (e.g., deployment or call to active duty), to include the period (beginning and end date) of time covered by the Family Care Plan.

(c) Financial arrangements, allotment(s), and other appropriate documentation, to include power(s) of attorney, to ensure the self-sufficiency and financial security of dependent family members.

(d) Logistical arrangements for the transportation of dependent family members and/or caregivers to a new location, including arrangements for a non-military escort for family members requiring assistance (e.g., infants and children, elderly and disabled adults) if the situation or personal circumstances so dictate, and arrangements for the medical, legal, educational, and financial support necessary to ensure continuity of care during the transport.

(e) The name of any non-custodial biological or adoptive parent not named as the caregiver, along with that person's consent to the Family Care Plan. If this individual does not consent, the Service Member should explain the absence of such consent in writing and acknowledge the availability of legal counsel to discuss the associated risks and the best possible courses of action (including the possibility of incorporating the family care plan into a temporary order by a court of competent jurisdiction).

(f) The name of the person the Service Member designates, in the event of his or her death or incapacity, to assume temporary responsibility for dependent family members until a natural or adoptive parent or legal guardian assumes custody either by order of a court of competent jurisdiction or operation of law.

(2) A statement signed by the Service Member certifying that the caregiver has accepted responsibility for care of the Service Member's dependent family members, including provisions for short- and long-term separations. The statement shall verify that the Service Member has briefed the caregiver and provided the caregiver copies of the Family Care Plan.

Additional information for the Navy is available at: http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/readiness/Pages/FamilyCarePlan.aspx



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Family Care Plan: Air Force

2.8.1. Will notify commander or first sergeant immediately, or within 30 days (60 days for Selected Reserve) if changes in personal status or family circumstances require completion of an AF Form 357.

These may include:

2.8.1.1. Birth or adoption of a child.

2.8.1.2. Loss of a spouse through death, separation, or divorce.

2.8.1.3. Enlistment or commissioning in the military (active duty or Reserve component) when the member and spouse become a dual military couple with family members.

2.8.1.4. Assumption of sole care for an elderly or disabled family member.

2.8.1.5. Absence of a spouse through career or job commitments or other personal reasons.

2.8.2. Will designate an individual or individuals to care for family members when Service Member is absent fulfilling a military obligation.

Service Member will:

2.8.2.1. Consult with the SJA, MPS Customer Service Element, Financial Services Office (FSO), Chaplain, A&FRC, Child Care Center, and other offices to obtain guidance and support in developing family care plans.

2.8.2.2. Designate a primary (long-term) caregiver (AF Form 357, Section II, Item 6) to care for family members during Service Member's absence. The primary caregiver must be able to care for family members for any length of time the Air Force may require Service Member to be absent from family members.

2.8.2.3. Make arrangements for designee(s)/caregiver(s) to have access to adequate funds to support family members during Service Member's absence and provide for logistical movement of the family or caregiver.

2.8.2.4. Consult with an attorney prior to designating a non-custodial parent as the short- or long-term designee/caregiver.

2.8.2.4.1. Attempt, to the greatest extent possible, to inform the non-custodial biological or adoptive parent of his or her children, as applicable and as far in advance as practical, of his or her impending absence due to military orders.

2.8.2.4.2. Attempt, to the greatest extent possible, to obtain the consent of the non-custodial biological or adoptive parent to any Family Care Plan that would leave his or her child in the custody of a third party.

2.8.2.4.3. Document the name of any non-custodial biological or adoptive parent not named as the caregiver, along with that person's consent to the Family Care Plan. If this individual does not consent, the Service Member should explain the absence of such consent in writing and acknowledge the availability of legal counsel to discuss the associated risks and the best possible course of action (including the possibility of incorporating the Family Care Plan into a temporary order by a court of competent jurisdiction).

2.8.2.5. Ensure appropriate steps are taken so designee(s)/caregiver(s) can use the base exchange and commissary on Service Member's behalf in caring for family members during periods of your absence. If the designee(s)/caregiver(s) reside closer to another installation and will be using those facilities, coordination with the commander of the distant installation may be required to ensure the designee(s)/caregiver(s) can use their facilities.

2.8.2.6. Document additional information on bond paper as an attachment to AF Form 357. This additional form should include the following types of information and is to assist the caregiver and dependents with the transition of care and to deal with the absence of the parent:

2.8.2.6.1. Full name, DOB, sex, school grade, name and address of school, school phone number, after-school care facility or routine care provider (if not school age) POC and phone number for all dependents.

2.8.2.6.2. Indicate if any family members are part of EFMP or have any special needs (favorite toys, foods, etc.).

2.8.2.6.3. Identify any special medical needs, language limitations, or other unique situations (attention disorder, speech impediments, medications, phobias, etc.) a caregiver should be aware of all dependents for whom they will be responsible.

2.8.2.6.4. Directions to residence, schools, churches, routine care provider, and any other facilities the caregiver will need to be familiar with to take custody of dependents or to provide for them while under his/her care.

2.8.2.7. Ensure the designee(s)/caregiver(s) know(s) about behavioral changes that can be expected from family members during a long-term separation.

2.8.2.8. Ensure all applicable family members' schools or other normal care providing organizations are aware when Service Member needs to execute Family Care Plan. This will ensure designee will be allowed to pick up family members.

2.8.2.9. Execute a power of attorney for all designees/caregivers to allow for medical care, enrollment in school, and any other actions which may be necessary to ensure the proper care of family members (unless designee has these legal rights, i.e., ex-spouse). Consider a power of attorney to act in loco parentis, as it may be required in some states. Acceptability of power of attorney differs for each state. Consult with the base SJA office to ensure appropriate action is taken.

2.8.2.10. Include a copy of each power of attorney with the AF Form 357 for filing in the CSS office.

2.8.2.11. Retain the original and give it to the designee/caregiver upon assumption of custody of family members.

2.8.2.12. Designate an individual (short-term caregiver) (AF Form 357, Section II, Item 5) to assume temporary care of family members if the principal (long-term) caregiver won't be immediately available or if the commander/first sergeant determine a short-term caregiver is essential to ensure the workability of the plan. Short-term caregiver must reside in the local vicinity. The commander/first sergeant determines local vicinity.

2.8.2.13. Designate a temporary custodian (AF Form 357, Section III, Item 8), in the event of the Service Member's death or incapacity, to assume temporary custody of children until Service Member's will can be executed or a court can appoint a legal guardian if Service Member has not completed a will. This individual must reside in the local vicinity to ensure immediate control of family members can be assumed. This temporary custodian may be a military member.

2.8.2.14. Make arrangements for designated individuals (AF Form 357, Section IV, Items 9 and 10) to evacuate and care for family members if Service Member is accompanied and serving in an overseas location covered by a Noncombatant Evacuation Operation (NEO) plan.

2.8.2.15. Complete, revise, or recertify (Section VI, Item 13) AF Form 357 upon arrival at a new unit, before reenlisting or extending enlistment, on notification of assignment, when personal status or family circumstances change, or during the annual recertification/briefing.

2.8.2.16. Complete the AF Form 357 before departure and hand carry to new commander if reassigned overseas.

2.8.2.17. In the case of a stepparent (military married to military) with stepchildren residing in the household, complete only sections I and V of AF Form 357 and file.

More information for the Air Force is available online at:

http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2908/afi36-2908.pdf



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Family Care Plan: Marines

SAMPLE FAMILY CARE PLAN

1740.13
JQM
28 Mar 2013

From: GySgt John Q. Marine 555-55-5555
To: Commanding Officer, Headquarters Battalion, Henderson Hall, Marine Corps
National Capital Region

Subj: FAMILY CARE PLAN
Ref: (a) MCO 1740.13A

Encl:

- (1) Home Information
- (2) Legal Information
- (3) Logistics Information
- (4) School Information
- (5) Religious Information
- (6) Financial Information
- (7) Medical Information

1. In accordance with Single Parent submission criteria outlined in reference (a) the following Family Care Plan (FCP) is established for my son, David Marine 222-22-2222.

2. I certify that the following information provided within this FCP is complete – aspects of which are legally binding. Enclosures (1) through (7) include true certified copies for the record and will be updated as required.

3. This FCP outlines those actions to be taken by me or other designated persons acting on my behalf in the event that I must deploy under military orders issued by the United States Marine Corps. Deployed circumstances include planned temporary additional duty (TAD) or unplanned mobilization during military contingency or time of war. In circumstances warranting deployment on official military orders, I recognize the following persons as authorized caregivers for David Marine during my absence:

Priority I – Cheryl Lynn Jones
Priority II – Jack and Jill Smith

Priority III – Henry and Jane Marine
Priority IV – Paul and Pat Mills
Priority V – James Brown
Priority VI - Jackie Robinson

Priority 1-IV care givers named above have each been provided with a special Power of Attorney (POA) to serve as my Attorney-in-Fact when deployed. Priority IV-VI caregivers have been authorized by me to pick-up or drop off my son from school.

4. In agreement with each of the designated caregivers, I intend to authorize care for my son, David, in the following prioritized manner when responding to planned or unplanned deployment circumstances.

Planned: Arrangements will be made with the Priority I caregiver from her home. Should she be unavailable, arrangements will be made with either the Priority II/III caregivers to travel here and care for David from my home. Should either be unavailable, the Priority IV caregivers will temporarily care for David from their home until such time when another caregiver becomes available.

Unplanned: Arrangements will be made with the Priority I caregiver to care for David from her home. Should she be unavailable, arrangements will be made with the priority IV caregivers to temporarily care for David from their home until such time when another caregiver becomes available.

Special Circumstances: Should unexpected circumstances temporarily dictate my inability to reach home, Priority IV/V/VI caregivers are authorized to pick up or drop off David at school. Each is authorized to temporarily care for David from their home until such time as arrangements can be made with one of the other caregivers, or I return.

5. A brief description of the enclosure follows:

(1) Home Information: Details include location, map, directions, and contact information for my home in Cavalier Manor, Fairfax, Virginia. Contact information is included for my current Mortgage Company and Homeowners Association.

(2) Legal Information: Details include information concerning my legal divorce, all special powers of attorney for caregivers, and aspects of my last will and testament.

(3) Logistic Information: Details include location, map, directions, and caregivers and/or related information.

(4) School Information: Details include school and daycare locations, map, directions, director'/teachers'/counselors' names and contact information.

(5) Religious Information: Details include parish locations, maps directions, and priest/staff contact information.

(6) Financial Information: Details include information about banking, investments, Federal & State taxes, property and community taxes/fees, and planned financial authorization.

(7) Medical Information: Details include information about TRICARE Prime and Armed Forces Medical Dental Plan (AFMDP), the location of medical and dental records, and proof of birth registration.

6. Revisions to this FCP are not authorized without my expressed verbal approval. Such approval will be communicated to the Commander Officer, or his/her designated representative acting in command, and to those authorized caregivers previously identified.

7. FCP point of contacts is John Q Marine. Work phone (555) 555-5555, or e-mail: john.marine@usmc.mil

J. Q. Marine

Copy to: Family Readiness Officer, Headquarters Battalion, Henderson Hall
Deputy Director, Strategy and Plans Division, HQMC
Cheryl Lynn Jones
Jack and Jill Smith
Henry and Jane Marine
Paul and Pat Mills
James Brown
Jackie Robinson

Additional information for the Marines is available at:
http://www.marines.mil/Portals/59/Publications/MCO%201740_13B.pdf



Family Care Plan: Coast Guard

Family Care Plan Requirement

Annually - IAW DODI 1342.19, all Coast Guard Reserve members with families should have family care arrangements that reasonably cover all situations, both short and long term. The following Service Members are required to identify themselves to their commander, develop and submit a family care plan:

- (1) Single parents
- (2) Dual-member couples with dependents
- (3) Married with custody or joint custody of a child whose non-custodial biological or adoptive parent is not the current spouse of the Service Member, or who otherwise has sole responsibility for the care of children under the age of 19 or for others unable to care for themselves in the absence of the Service Member
- (4) Primarily responsible for dependent family members

Family Care Plans must be submitted within 90 days after alert notification. The procedures for developing the Family Care Plan are identified in DODI 1342.19. Service Members are required to review the DODI to receive complete information. Applicable documentation in the plan includes:

- (1) Names and contact information of the caregiver and alternate caregiver
- (2) Provisions for short-term and long-term absences
- (3) Financial arrangements, allotment(s), and other appropriate documentation, to include power(s) of attorney, to ensure the self-sufficiency and financial security of dependent family members
- (4) Logistical arrangements for the transportation of dependent family members and/or caregivers to a new location.
- (5) The name of any non-custodial biological or adoptive parent not named as the caregiver, along with that person's consent to the family care plan.
- (6) The name of the person the Service Member designates, in the event of his or her death or incapacity, to assume temporary responsibility for dependent family members until a natural or adoptive parent or legal guardian assumes custody either by order of a court or competent jurisdiction or operation of law.
- (7) A statement signed by the member certifying that the caregiver has accepted responsibility for care of the Service Member's dependent family members, including provisions for short- and long-term separations.

According to DODI 1342.19, a Service Member shall revise his or her Family Care Plan within 60 days when changes in family circumstances, or other personal status, result in

the Service Member becoming responsible for the logistical, medical, or financial support of another person. Such family circumstances include, but are not limited to:

- (1) Birth of a child
- (2) Adoption of a child
- (3) Loss of a spouse through death, separation, or divorce
- (4) Enlistment or commissioning in the military (Active or Reserve component) or employment in the Civilian Emergency Workforce (CEW) of the spouse resulting in a dual-Service Member couple with responsibility for dependent family members.
- (5) Absence of a spouse through career or job commitments or other personal reasons that result in the Service Member assuming responsibility for dependent family members
- (6) Assumption of sole care for an elderly or disabled family member

NOTES:

Annually, members shall provide written certification to their Commanders, SERA or supervisor that their family care is current.

If all family members are 19 years of age or older and capable of self-care, the Service Member may identify this fact in his/her Family Care Plan.

After completion of the Family Care Plan, a copy should be placed in the Reserve Mobilization Readiness Folder.

Additional information for the Coast Guard is available at:

www.uscg.mil/d7/sectjacksonville/Reserves/documents/Admin/AnnualRequirementsForUSCG.pdf