DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 1740.4B
N134
JAN - 5 2004

OPNAV INSTRUCTION 1740.4B

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: U.S. NAVY FAMILY CARE POLICY

Ref: (a) DODI 1342.19 of 13 Jul 92 (Enclosed in reference (b))
(b) SECNAVINST 5300.35
(c) MILPERSMAN 1754-030
(d) SECNAVINST 1910.4B
(e) SECNAVINST 1920.6B

Encl: (1) Definitions
(2) NAVPERS 1740/6 (Rev. 07-03), Department of the Navy Family Care Plan Certificate
(3) NAVPERS 1740/7 (Rev. 07-03), Family Care Plan Arrangements
(4) Sample Power of Attorney for Family Care Plan
(5) Family Care Plan Checklist

1. Purpose. To assist members in developing executable family care plans and establish procedural requirements per references (a) and (b). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1740.4A.

3. Applicability and Scope. This instruction applies to all Navy personnel, serving on active duty or in the Ready Reserve, who are single servicemembers or members of dual military couples who have custodial responsibility for family members or other dependents. This instruction does not require revamping of individual member's functioning Family Care Plan. This instruction is not intended to, and does not, create any right, entitlement, cause of action or defense in favor of any individual. It places no limitations on the lawful prerogatives of Department of the Navy (DON) or its officials.

4. Background

a. The nature of naval service dictates that members must be ready to deploy throughout the world on short notice and be able to execute their military and professional duties fully. No preferential treatment is granted to a servicemember with a family. The ability to meet this requirement is related directly to the degree of prior family care planning. Thorough planning benefits both Navy and the member by ensuring proper care for family members, reduced stress on the servicemember, and a deployable asset for the command.

b. Planning that ensures the proper care of family members/dependents is of great value to and required of every servicemember. However, it is especially crucial for single servicemembers with family members and members of dual military couples with family members. Reference (a) provides guidance and establishes minimum standards for family care planning throughout Department of Defense (DOD).

5. Definitions. Enclosure (1) defines terms used in this instruction.

6. Requirements

a. The servicemember has the responsibility to ensure family members are cared for during deployment, mobilization, and temporary duty, as well as at all other times. The primary responsibility for initiating and developing a workable Family Care Plan rests with the individual servicemember. It is also the responsibility of the servicemember to provide the caregiver(s) all information and documentation needed to execute the Family Care Plan and provide for the servicemember's family members. Formal documentation of a Family Care Plan is required under any of the following conditions:

(1) A single parent with custody of children under 19 years of age.

(2) Dual military couple with custody of children under 19 years of age (both servicemembers are required to develop a single Family Care Plan that both members sign).

(3) Family circumstances or other personal status changes in which the servicemember becomes solely responsible for the care (housing, medical, logistical, financial, food, clothing, or transportation) of another person. Such circumstances include, but are not limited to

(a) birth of a child or adoption of a child under 19 years of age.

(b) loss of a spouse through death, separation or divorce, or spouse's injury or illness of such a nature that the spouse is unable to care for family members or other dependents.

(c) enlistment (or commissioning) in any military service (active duty or reserve component) by a spouse which results in the member and spouse becoming a dual military couple with family members/dependents.

(d) assumption of sole care for elderly, disabled, or chronically sick family members who are unable to care for themselves, in the absence of the member.

(e) extended, recurring, or other absence of a civilian spouse through career/job commitments or personal reasons which, in the opinion of the commanding officer (CO), may impact the servicemember's ability to deploy.

(f) a family member who has a limited command of the local language or is unable to drive or otherwise gain access to basic life-sustaining facilities (i.e., food, medical care) or an Exceptional Family Member, regardless of age, may require a Family Care Plan. For example, members and their families who are assigned to an isolated location/family members who have limited language or communication skills in the country of residence.

b. The Family Care Plan shall designate one or more caregivers as defined in enclosure (1) who will agree to provide for the servicemember's family/dependents. NAVPERS 1740/6 (Rev. 07-03), Family Care Plan Certificate (enclosure (2)) and NAVPERS 1740/7 (Rev. 07-03), Family Care Plan Arrangements (enclosure (3)) shall be used to document the Family Care Plan. By signing these forms the caregiver acknowledges and accepts responsibility for the care of the servicemember's family and the provisions contained in the Family Care Plan for short and

long-term separations. The Family Care Certificate requires provisions for deployment regardless of current type duty assignment (shore duty, sea duty, Reserves, etc.) Specific requirements include

(1) NAVPERS 1740/6 shall be signed by the caregiver(s) and the servicemember. It includes a statement the caregiver has been briefed thoroughly on financial arrangements, logistical arrangements (including discussion on arrangements to relocate the caregiver or family member to a designated location), location of important papers, military facilities, services, benefits and entitlements of the family members. The specifics will be included on NAVPERS 1740/7.

(2) a new NAVPERS 1740/6 will not normally be required when a Family Care Plan is updated unless the caregiver, or the conditions under which the caregiver will provide care, have been changed.

(3) a copy of all powers of attorney (enclosure (4)) prepared for the caregiver shall be included with the statement.

(4) submit the forms through the chain of command as part of the Family Care Plan package.

c. The Family Care Plan shall include written provisions for

(1) short-term absences (e.g., Temporary Additional Duty (TEMADD) requirements, pre-deployment workups, training exercises and periods of annual training/active duty training/active duty for special work (AT/ADT/ADSW) or short-term involuntary recall for inactive reservists).

(2) long-term absences (e.g., deployments, unaccompanied tours and periods of long-term involuntary recall for inactive reservists, mobilizations for reservists).

(3) all other kinds of absences (e.g., normal/extended working hours, watches, weekend duty) required to complete the command's mission.

(4) arrangements for the financial well-being of family members covered by the Family Care Plan during separations. Arrangements should include power(s) of attorney, allotments, or

other appropriate means to ensure the self-sufficiency and financial security of family members. Assistance with financial arrangements and planning can be obtained from command financial specialists (CFSs), Fleet and Family Support Centers (FFSCs), legal assistance offices, and Navy-Marine Corps Relief Society (NMCRS). Drilling reservists may request assistance through the local Naval Reserve Activity (NRA). Servicemembers must provide support for family members per reference (c). Use of allotments is strongly encouraged and may be arranged through the member's financial institution and the local disbursing office.

(5) logistical movement of family members or caregiver. Logistical arrangements shall include arrangements for relocation, if necessary, of the caregiver/family to a new location and the financial, medical, and legal arrangements necessary to ensure continuity of care of family members during the movement. Logistical arrangements must provide for the financial support necessary to transport the family member/caregiver to a designated location if government transportation is not authorized. Consideration of a non-military escort for family members requiring assistance, such as infants, children, elderly or disabled adults, should be outlined when personal family considerations dictate.

(6) alternate caregiver(s) in the event the primary caregiver(s) becomes unable to perform duties under the Family Care Plan. Planning should include arrangements for logistical, financial, medical, and legal support necessary to ensure continuity of care for family members.

(7) any other information deemed necessary by the CO or the servicemember, which would be needed by the command in order to activate the servicemember's Family Care Plan in the absence of the servicemember. In addition, a documented Family Care Plan package can assist the command in ensuring the temporary welfare of a servicemember's family/dependents in the event of the servicemember's injury or death.

d. Single parents and dual military couples with minor children shall designate a person who, in the event of their death or incapacity, will assume temporary responsibility for their minor children until a legal guardian is appointed by a court of competent jurisdiction or the non-custodial natural parent assumes custody. The name, address, and telephone number(s) of the person who will assume temporary responsibility

shall be recorded on NAVPERS 1070/602, Dependency Application/Record of Emergency Data Remarks section and on NAVPERS 1740/6, paragraph 10. This temporary designation is not a substitute for the appointment of a legal guardian in a will. The location of the will shall be recorded on NAVPERS 1070/602.

e. The military mother of newborn(s) shall be deferred from travel away from the home station for 4 months following the date of delivery. A single servicemember or one member of a dual military couple who adopt a child shall receive the same consideration commencing the date the child is placed in the home as part of the formal adoption process (reference (a)). Similarly, Reserve component members shall be deferred from involuntary recall to active duty for 4 months after delivery or adoption placement. The deferment is terminated if the member gives up custody of the child or voluntarily cancels the deferment in writing. The purpose of the provision is to assist the servicemember in developing a Family Care Plan and to establish a pattern of childcare. A new or updated Family Care Plan is required within 60 days of the birth of a child or placement in the home of an adopted child.

f. Servicemembers with children currently in the court-ordered custody of another adult may not regain custody of or have the child/children reside with them during the term of their first enlistment.

7. Action

a. Servicemembers who meet the criteria as defined in paragraph 6a shall

(1) Submit a new or updated Family Care Plan to the CO or designated representative within 60 days (90 days for Ready Reservists) of the following:

(a) upon change in caregiver circumstances.

(b) upon the birth or adoption of a child or assumption of sole care for an elderly or disabled family member.

(c) upon change in personal or family circumstances.

(d) upon reporting to a new duty station.

(2) Verify the Family Care Plan for currency under the following conditions:

(a) annually.

(b) prior to reenlistment or extension of obligated service.

(c) prior to executing permanent change of station (PCS) orders, especially to training (advanced, "A" or "C" schools, graduate education, scholarship/commissioning/out-service education programs, etc.).

(d) prior to affiliation, enlistment, or broken service reenlistment in the Selected Reserve.

Note: Servicemembers, whose family or personal status changes, shall notify the CO or designated representative as soon as possible, but not later than 30 days following the occurrence of change in status. This 30-day notification period does not change the requirement for establishing or updating the Family Care Plan within 60 days (90 days for Reserve personnel).

(3) Ensure the Family Care Plan is per the minimum requirements outlined in paragraphs 6b and 6c.

(4) Request information and assistance as necessary in developing Family Care Plans from the command (Family Care Plan Coordinator, command master chief (CMC), CFSs, FFSCs, legal assistance offices, Child Development Centers (CDCs), NMCRS or other social services organizations. Drilling Reservists may request assistance through the local NRA). A checklist is provided (enclosure (5)) to assist in developing and reviewing the adequacy of Family Care Plans.

(5) Provide the caregiver(s) with all necessary legal documents, including power(s) of attorney.

(6) Provide the caregiver with reasonably available information on existing military and private sector community support resources where a caregiver can receive assistance. This should include locations and points of contact at the

servicemember's command (Ombudsman, Family Care Plan Coordinator, CMC, etc.), FFSCs, medical treatment facilities (MTFs), NRAs, community and family support groups, and social service organizations.

(7) Discuss with and provide information to the caregiver on the parental goals desired during a long-term separation. The purpose of this discussion is to assist the caregiver in how best to support, sustain, and assist children during a deployment or other separation. A servicemember whose caregiver is not located near a FFSC may arrange to have information mailed to the caregiver from social services organizations, the member's FFSC, or installation libraries.

b. Dual military couples, who are required under this instruction to have a Family Care Plan, must develop a single Family Care Plan, which shall be signed by both servicemembers. Both servicemembers shall maintain a copy of their Family Care Plan with their respective commands. In the event that a Family Care Plan is not or cannot be established, Navy Personnel Command (NAVPERSCOM) (PERS-832/834) or (PERS-913) will determine which servicemember may be separated based on the needs of the Navy. In the instance of a Navy servicemember married to a member of another military service, the Navy member shall complete a Family Care Plan per this instruction. A copy of the Family Care Plan, signed by both servicemembers, will be forwarded to the spouse's unit. Navy servicemembers will also provide their commands with a copy of the equivalent plan for the spouse's service. The details described in each Family Care Plan should be reviewed for consistency. In this manner, both servicemembers' commands and services can remain fully informed concerning the servicemembers' Family Care Plans.

c. Servicemembers required to have Family Care Plans who are being screened for overseas assignment will be required to submit or update their Family Care Plans to cover any period of absence by the servicemember

(1) between the departure of the servicemember for and the arrival of the family members at the overseas assignment.

(2) in the event of an unaccompanied tour.

d. COs shall ensure

(1) their commands are informed of the requirements of this instruction.

(2) servicemembers who meet the criteria outlined in paragraph 6a develop and maintain an up-to-date Family Care Plan per paragraphs 7a through c.

(3) establishment of a collateral duty billet (Family Care Plan Coordinator) within the command. The Family Care Plan Coordinator may act as the CO's designated representative with regard to this instruction. The coordinator's primary functions are to manage the command's Family Care Plan Program, and coordinate with the FFSC to provide information and points of contact to the servicemember.

(4) servicemember's Family Care Plan package is maintained at the command (or designated location in case of deployment.)

(5) all Family Care Plans

(a) are completed by the servicemembers and turned into the command per paragraph 6a and meet the minimum requirements as outlined in paragraphs 6b and 6c.

(b) are reviewed for adequacy and discussed with the servicemember, upon receipt of a new or updated plan and annually thereafter; prior to reenlistment or extension of obligated service; and prior to execution of PCS orders (verification must ensure capability to meet overseas and sea duty PCS order requirements), using the checklist (enclosure (5)).

(c) include all reasonable contingencies.

(6) the servicemember is counseled in writing, using enclosure (2), part I, regarding the importance of a comprehensive Family Care Plan and that failure to maintain an up-to-date plan can subject the servicemember to separation from the Navy. COs will separate servicemembers who are unable or refuse to maintain an up-to-date Family Care Plan, do not remain worldwide assignable, or are unable to perform their professional and military duties. Grounds for separation and procedures for separation processing will be per current

administrative separation directives (references (d) and (e)). Typical grounds would be convenience of the government for parenthood or dependency/hardship, though certain cases might warrant separation for entry level performance/conduct, unsatisfactory conduct, unsatisfactory participation in the Ready Reserve, or even misconduct (failure to meet the terms of the enlistment contract (i.e., will not regain custody of dependents during first term of enlistment). Separation documents of servicemembers who fail to maintain a workable Family Care Plan will reflect the servicemember is not recommended for retention or reenlistment. The RE-Code shall reflect the appropriate characterization of service. Servicemembers shall be separated under the appropriate SPD Code. Servicemembers being separated under this policy may be subject to recoupment procedures. After exhausting all resources and options available to assist single parents and dual military couples in establishing a workable Family Care Plan, COs of noncompliant servicemembers must refer administrative separation packages to NAVPERSCOM (PERS-832 for enlisted/PERS-834 for officers) or (PERS-913) for active duty personnel or Reserve personnel, respectively) as follows:

(a) Servicemembers who have 1 year or more remaining on obligated service incurred for training or education.

(b) Servicemembers who possess critical skills essential to the naval service, as characterized by servicemembers receiving special/professional pays or selective reenlistment bonus.

(c) Servicemembers who do not meet the criteria of 7d(5)(a). These servicemembers shall be separated upon failure to produce a Family Care Plan within the specified time requirements.

(7) Referred cases reflect the CO's evaluation of the servicemember's ability to perform effectively the assigned duties within their occupational specialty and continue to make meaningful contributions to the mission of the activity and the Navy. Additionally, COs shall refer cases when mission requirements make it necessary to depart from the above policy guidance. Chief of Naval Operations, Officer and Enlisted Community Managers (N131/N132) will coordinate requests with the appropriate community or unit headquarters activities.

(8) When possible, servicemembers who are able to contribute effectively to the mission of the activity and Navy within their occupational field, and who have 1 year or greater of obligated service for training remaining, should be retained to complete the obligated service. Dependent upon the amount of obligated service remaining and the level of family support services required, NAVPERSCOM (PERS-4) may reassign servicemembers, or one of the servicemembers in the case of dual military couples, to a shore-based assignment. In the case of Reservists, the NRA may transfer to a non-pay status of the Naval Reserve. In the case of dual military couples being retained, one spouse will remain eligible for worldwide assignment per service needs. Unless NAVPERSCOM (PERS-832/834) or (PERS-913) authorizes retention, a servicemember shall be separated at completion of the obligation regardless of subsequent submission of a Family Care Plan.

(9) Administrative separation packages should include the following:

(a) signed NAVPERS 1740/6 (from each member, if dual military).

(b) NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, page 13 entry (from each member, if dual military).

(c) copy of each member's NAVPERS 1070/602 (Rev. 7-72), Record of Emergency Data, page 2.

(d) copy of the letter of transmittal (recommendation for administrative separation (per MILPERSMAN article 1910-124)). Administrative separation packages for dual military must be coordinated through each command and mailed together to NAVPERSCOM for disposition.

(10) That servicemembers seek assistance in developing a Family Care Plan from FFSCs, legal assistance offices and other service and civilian organizations that retain lists of certified or licensed childcare providers. FFSCs and Family Care Plan Coordinators have information (e.g., brochures, handouts, pre-deployment and parenting classes) that covers all aspects of deployments. A servicemember who is not able to establish an adequate Family Care Plan shall provide

documentation of what attempts were made (what was tried, who was contacted, etc).

e. The immediate superior in the chain of command (ISIC) will maintain oversight of the Family Care Plan through normal execution of established Command Assessment processes required by Department of the Navy Inspection Program (SECNAVINST 5040.3A).

f. Upon request of the servicemember or the member's CO, FFSCs shall provide information and assistance in the development of a Family Care Plan. If needed, FFSCs shall provide individual counseling to those servicemembers requiring assistance in the development of their Family Care Plan. Information provided by FFSCs shall cover subjects and problem areas faced by families when a servicemember deploys (e.g., separation anxiety, coping skills, parenting, tips, stress management, schooling, financial arrangements, and location of key documents, etc.). FFSCs shall provide outreach efforts to assist servicemembers and families who do not have ready access to the local FFSC. While FFSCs have a role in support of COs and servicemembers in developing Family Care Plans, responsibility for Family Care Plans shall not be delegated to FFSCs.

g. COs/Program Managers/Regional Commanders (as applicable) of military installations shall

(1) ensure caregivers are permitted to use installation facilities on behalf of the servicemember in caring for family members during the absence of the servicemember. Such access shall be granted based on family care forms, agent letters, letters of authorization or power(s) of attorney (required for medical and dental care), as may be necessary to provide authorized entitlements to the member's family. Access shall be granted with proper documentation per reference (a) regardless of the issuing branch of service or Reserve component category.

(2) ensure FFSCs supporting their command provide services as delineated in this instruction.

(3) ensure training/assistance is available to assist the command's Family Care Plan Coordinator as requested.

8. Forms. The following forms are available in the Naval Inventory Control Point using requisitioning procedures contained in CD-ROM NAVSUP PUB 600 (NLL), Navy Stock List of Publications and Forms. They are also available on the BUPERS CD-ROM and at http://forms.daps.mil/order/.

(1) NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data, S/N 0106-LF-018-6022 or 0106-LF-018-6035.

(2) NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, S/N 0106-LF-010-6991.

(3) NAVPERS 1740/6 (Rev. 07-03), Department of the Navy Family Care Plan Certificate, S/N 0106-LF-985-1700.

(4) NAVPERS 1740/7 (Rev. 07-03), Family Care Plan Arrangements, S/N 0106-LF-985-2900.

G. L. HOEWING
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
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Distribution:
SNDL Parts 1 and 2

DEFINITIONS

1. CAREGIVER. An individual who is not a member of the Armed Forces or a member of a Reserve component, is at least 21 years of age, and is capable of self-care and care of children or other family members. This individual must agree in writing to care for one or more family members during the servicemember's absence for indefinite periods to ensure the servicemember is available for worldwide duties.

2. COUNSEL. The instruction given by a CO (or designated representative) to ensure the servicemember understands fully the unique demands of military service as it relates to personal and family responsibilities and the necessity for realistic family care arrangements to ensure servicemembers are available for worldwide duty.

3. DUAL MILITARY COUPLE WITH DEPENDENTS. Active duty or Reserve component servicemembers married to each other who have joint responsibility and physical custody for the care of children under 19 years of age or family members for whom the member(s) bears medical, legal, financial, or logistical responsibility.

4. FAMILY CARE PLAN. A document that outlines on service specific forms the person(s) who shall provide care for the servicemember's children or other dependents that rely solely upon the servicemember for financial, medical, logistical support (housing, food, clothing, transportation) in the absence of the servicemember due to military duty (training exercises, temporary duty, deployments, etc.). The plan outlines the legal, medical logistical (housing, food, transportation), educational, monetary, and religious arrangements for the care of the servicemember's family. The plan must include all reasonably foreseeable situations and be sufficiently detailed and systematic to provide for a smooth, rapid transfer of responsibilities to the caregiver in the absence of the servicemember.

5. FAMILY CARE PLANNING. The process of planning in advance for the care of children, disabled or elderly/other family members. The planning is the initiative taken by the servicemember to use all available military and private sector

resources to ensure adequate care, support and supervision for covered family members during the servicemember's absence.

6. FAMILY MEMBERS. Includes those individuals for whom the servicemember provides medical, financial, and logistical (e.g., housing, food, clothing, transportation) support. This includes, but is not limited to, children under the age of 19, elderly adults, persons with disabilities, and others who are unable to care for themselves in the absence of the servicemember.

7. SERVICEMEMBER. A member of the U.S. Navy on active duty or in the Ready Reserve, a member of the U.S. Marine Corps assigned to a Navy unit, or a member of the U.S. Coast Guard when it is operating as a Military Service of the Navy. The term "active duty member" when used here refers to active component and Reserve component members on active duty in excess of 30 consecutive days.

8. READY RESERVE. Military servicemembers of the Reserve organized in units, or individuals, liable for recall to active duty to augment the active components in time of war or national emergency. The Ready Reserve consists of both the Selected Reserve and Individual Ready Reserve.

9. SEPARATED. The status of married members who are legally separated from their spouses under a court order, or other legally recognizable decree, or customarily reside apart from their spouses.

10. SINGLE PARENT. Servicemembers who have no spouse, who were separated, divorced, widowed, or otherwise apart from their spouse in excess of 60 days, and have physical custody of children under 19 years of age or disabled dependents of any age for whom the servicemember bears full medical, legal, logistical (e.g., housing, food, clothing, transportation) or financial responsibility.

DEPARTMENT OF THE NAVY
FAMILY CARE PLAN CERTIFICATE

SUPPORTING DIRECTIVE OPNAVINST 1740.4A

PRIVACY ACT ADVISEMENT

AUTHORITY: 44 U.S.C. Section 3101; 5 U.S.C. Section 301; 10 U.S.C. Sections 133 and 5031; E.O. 9397; and OPNAVINST 1740.4B

PRINCIPAL PURPOSE: To identify and ensure that single military members and military couples with dependents have made adequate dependent care arrangements and to ensure the member is world-wide assignable. The information which will be solicited is intended principally for the following purposes: (a) The personal information will facilitate combat readiness and document a plan for the care of your family members in the event of a medium or long term absence; (b) it will be used to evaluate compliance with the DOD and Navy programs requiring Family Care Plans.

ROUTINE USES: To designate persons who will accept dependent care responsibility and to contact those persons to verify their willingness to act for the member in this capacity, and to advise the designee(s) when they are expected to discharge these responsibilities. The information may be used also to determine overseas suitability, to conduct authorized investigations, and for other lawful purposes.

DISCLOSURE IS MANDATORY: Disclosure of information concerning family members, their caregivers, and the personal arrangements surrounding the care of family members is mandatory.

PART I. APPLIES TO ALL SINGLE SERVICEMEMBER SPONSORS AND DUAL MILITARY COUPLES WITH DEPENDENTS

	Initials
1. I have been counseled and fully understand Navy policy on dependent care responsibilities. I have read and understand the Navy's policy that I must arrange for dependent care so that I will remain worldwide available as defined, and that I must report for duty without dependents, as required.	
2. I understand that failure to make and maintain an adequate Family Care Plan in accordance with the Navy's policy may be grounds for disciplinary action or separation from the Navy, or both.	
3. I understand that I may be subject to action under the Uniform Code of Military Justice if this statement is not accurate.	
4. I understand that I am subject to deployments on short notice and that I will not be given special privileges because I have dependents.	
5. My normal working hours are I have made arrangements for the care of my family members during these hours as well as absences due to extended working hours and the execution of my military duties. I understand that if these arrangements for the care of my dependents fail, my absence from assigned duty is without authority unless I have been excused by my commanding officer.	
6. I affirm that I have made and will maintain arrangements for the care of my dependents to permit me to be worldwide available during Duty Hours, Extended Duty Hours, Exercises, Unaccompanied Tours, Temporary Additional Duty, Permanent Change of Station, and other similar military obligations.	
7. I understand that I must revise or verify this plan at least yearly or on reassignment, reenlistment, extension of enlistment, or within 60 days (90 days for Ready Reserve) of any change in my family or caregiver status.	
8. I understand that while serving in an overseas area, I must arrange for the escort to and care of my dependents by the designated person. If my principal caregiver is not in the local area, I understand that I must arrange with a nonmilitary person in the local area to assume temporary responsibility for my dependents until that responsibility is transferred to my principal caregiver.	
9. In the event of my death or incapacity, (name, address, telephone number) has agreed to assume temporary responsibility for my minor children until the guardian named in my will assumes responsibility, or until a legal guardian or other custodian is appointed by a court of competent jurisdiction, or until my child(ren)'s non-custodial natural parent assumes custody, whichever occurs first.	
10. The attached form (NAVPERS 1740/7) explains what financial arrangements have been made to provide support for my family member(s) while they are under someone else's care, what logistical arrangements have been made to get my family members to the designated caregiver; where to go for routine and emergency medical treatment for my family member(s), and what the caregiver should do in the event they are no longer able to care for my family members.	

TYPED OR PRINTED NAME, GRADE/RATE, & SSN	SIGNATURE	DATE

DEPARTMENT OF THE NAVY
FAMILY CARE PLAN CERTIFICATE (CONTINUED)

SUPPORTING DIRECTIVE OPNAVINST 1740.4A

PART II.	**APPLIES TO ALL SINGLE SERVICEMEMBER SPONSORS AND DUAL MILITARY COUPLES WITH DEPENDENTS**
CAREGIVER ACKNOWLEDGMENT	
11. I agree to accept responsibility and provide care for the family members of if he/she must report for duty for extended work hours, recall, or TAD. I acknowledge that I have been fully briefed on : (a) Financial and logistical arrangements and location of important papers, (b) Military and civilian support resources available to assist in the care of family members including location and/or points of contact for the member's command, local Fleet and Family Support Center, child care center, and Navy Marine Corps Relief Society, and (c) Family member entitlements, available services, and access requirements for military base resources including medical and dental treatment facilities, exchanges, commissaries, and recreation facilities.	
A. Member's absence is for a duration of less than 30 days.	
SIGNATURE	ADDRESS
TYPED OR PRINTED NAME	
PHONE NUMBER (Include Area Code)	
WITNESS	WITNESS SIGNATURE
B. Member's absence is for a duration of greater than 30 days.	
SIGNATURE	ADDRESS
TYPED OR PRINTED NAME	
PHONE NUMBER (Include Area Code)	
WITNESS	WITNESS SIGNATURE
PART III.	***APPLIES TO SINGLE SERVICEMEMBER SPONSORS & DUAL MILITARY COUPLES WITH DEPENDENTS SERVING OVERSEAS & ACCOMPANIED BY DEPENDENTS***
CAREGIVER ACKNOWLEDGMENT	
12. I agree to be responsible for accompanying and caring for the family members of as an escort if evacuation from an overseas area becomes necessary.	
TYPED OR PRINTED NAME	SIGNATURE
WITNESS	WITNESS SIGNATURE
PART IV.	***FOR IN-SERVICE COUPLES ONLY***
13. Statement of Military Spouse: I have read my spouse's plan and concur.	
14. Spouse's Command:	15. Command's Family Care Plan Coordinator and Telephone Number:
TYPED OR PRINTED NAME & SSN OF SPOUSE	SIGNATURE OF SPOUSE
PART V.	***COMMANDER CERTIFICATION***
16. I have reviewed this Family Care Plan and (I am/I am not) satisfied that the member has made adequate family care arrangements that will allow for a full range of military duties and for worldwide availability as defined here.	
SIGNATURE OF COMMANDING OFFICER	DATE

NAVPERS 1740/6 (Rev. 07-03) S/N: 0106-LP-985-1700 PAGE 2 OF 2

JAN 04

FAMILY CARE PLAN ARRANGEMENTS

SUPPORTING DIRECTIVE OPNAVINST 1740.4A

1. Financial - (Describe how you will provide support for your family members while they are under someone else's care. This may include an allotment, powers of attorney (POA) or bank accounts and access.)
2. Logistical - (Describe how your family members will get to the designated caregiver. This is especially important if geographically separated. Describe how financial support necessary to effect transportation will be provided. Also, discuss provisions for minor arrangements for children, points of contact for your caregiver in case if emergency, and use of government services, specifically, what directions have you given for access to the exchange, commissary, recreation, etc. Include all other arrangements that pertain to your situation). Don't forget to provide all prospective caregivers' names to your child(ren)'s school or day care center as persons authorized to pick-up child(ren) (this is particularly important in the event of your death or incapacity while the child(ren) is at school/day care.)
3. Medical - (Explain where your family member is to go for routine and emergency medical treatment. Does your caregiver know where medical/immunization records are? Do they have names and addresses of medical providers? Have you discussed with your caregiver any medical conditions or allergies that your family members have? Any special directions in case of a medical emergency? Don't forget special powers of attorney (SPOA) for medical treatment. A separate SPOA for medical treatment is not necessary if the sample POA for Family Care Plan (enclosure (2)) is utilized.)
4. Legal - (Provide name, address and telephone number of your attorney (if you have one); any legal documents your caregiver should have copies of such as your will, insurance policies, family members' ID cards and your social security number. Also discuss what you have told your caregiver to do in the event they are no longer able to care for your family members. Who is your alternate caregiver? Add any legal information that would be necessary.)

TYPED OR PRINTED NAME OF MEMBER	SIGNATURE OF MEMBER	DATE

FAMILY CARE PLAN
ARRANGEMENTS

SUPPORTING DIRECTIVE OPNAVINST 1740.4A

ADDITIONAL REMARKS:

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SAMPLE POWER OF ATTORNEY FOR FAMILY CARE PLAN
SPECIAL POWER OF ATTORNEY
FOR OFFICIAL USE ONLY (When Filled In)

PREAMBLE: *This is a military power of attorney prepared pursuant to Title 10, United States Code, §1044b, and executed by a person authorized to receive legal assistance from the military services. Federal law exempts this power of attorney from any requirement of form, substance, formality, or recording that is prescribed for powers of attorney by the laws of a State, the District of Columbia, or a territory, commonwealth, or possession of the United States. Federal law specifies that this power of attorney shall be given the same legal effect as a power of attorney prepared and executed per the laws of the jurisdiction where it is presented.*

KNOW ALL PERSONS BY THESE PRESENTS:

That I, (**GRANTOR**), Social Security Number (**SSN**), currently residing in the (**STATE of RESIDENCE**), and now in the military service of the United States of America as a member of the United States Navy, by this document do make and appoint (**GRANTEE**), whose present address is (**GRANTEE ADDRESS**), as my true and lawful attorney-in-fact to do and execute (or to act with persons jointly interested with myself therein in the doing or execution of) any or all of the following acts or things:

I, GRANTOR, the parent of the following minor CHILD OR CHILDREN: CHILD OR CHILDRENS' NAMES(S), CHILD'S AGE, do hereby state that it is necessary to leave said CHILD OR CHILDREN in the care of GRANTEE of GRANTEE ADDRESS, TELEPHONE NUMBER, from THE DATE OF EXECUTION OF THIS INSTRUMENT. The said GRANTEE shall have my full permission and consent: To perform any and all parental acts, as fully to all intents and purposes as I might or could if personally present, to include but not limited to discipline, maintenance, supervision, arbitration of disputes, enrollment in school, sports or other activities, and consent to any and all medical care and treatment, including hospitalization and surgery, that is considered necessary and appropriate by GRANTEE, GRANTEE ADDRESS and a duly licensed physician, for the general health and welfare of said CHILD OR CHILDREN.

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I HEREBY GIVE AND GRANT TO my said attorney-in-fact full power and authority to perform every act and thing whatsoever that is necessary or appropriate to accomplish the purposes for which this Power of Attorney is granted, as fully and effectually as I could do if I were present; and I hereby ratify all that my said attorney-in-fact shall lawfully do or cause to be done by virtue of this document.

PROVIDED, however, that all business transacted hereunder for me or for my account shall be transacted in my name, and that all endorsements and instruments executed by my said attorney-in-fact for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my said attorney-in-fact and the designation "attorney-in-fact."

I FURTHER DECLARE that any act or thing lawfully done hereunder by my said attorney-in-fact shall be binding on myself and my heirs, legal and personal representatives and assigns, whether the same shall have been done either before or after my death, or other revocation of this instrument, unless and until reliable intelligence or notice thereof shall have been received by my said attorney-in-fact; and whether or not I, the grantor of this instrument, shall have been reported or listed, either officially or otherwise, as "missing in action" as that phrase is used in military parlance, or as "captured," it being my intent that such status designation shall not bar my attorney-in-fact from fully and completely exercising and continuing to exercise any and all powers and rights herein granted and that such report of "missing in action" or "captured" shall neither constitute nor be interpreted as constituting notice of my death nor operate to revoke this instrument.

FURTHER, this power of attorney shall remain in full force and effect indefinitely, and provided further, that in the event that I should be reported or listed "missing" or "missing in action," as those phrases are used in military parlance, prior to the expiration or revocation of this power of attorney, it shall not terminate but shall be extended as long as I remain in that status. It is my intention that such status designation

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shall not bar my attorney-in-fact from fully and completely exercising and continuing to exercise any and all powers and rights herein granted, and that such report of "missing" or "missing in action" shall neither constitute nor be interpreted as constituting notice of my death, nor operate to revoke this instrument.

FURTHER, this power of attorney is a durable power of attorney, and it shall not be affected by my becoming disabled, incompetent, incapacitated or the lapse of time. It is my intent that the authority conferred herein shall be exercisable notwithstanding my physical disability or mental incompetence, and notwithstanding any expiration date set forth herein.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this day, _____.

_____

(**GRANTOR**)

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ACKNOWLEDGMENT

SERVING WITH THE ARMED FORCES OF THE UNITED STATES AT/ONBOARD (COMMAND)

Before me personally appeared (**GRANTOR**), who, having produced a Uniformed Services Identification Card, is known to me to be the identical person who is described herein, and who signed and executed the foregoing instrument on this day, _____, as a true, free, and voluntary act and deed, for uses, purposes, and considerations therein set forth. And I do further certify that I am a commissioned officer of the Armed Forces of the United States serving in the rank indicated below, that by Federal law I am authorized to exercise the powers of a notary without requirement of a seal, and that this document is executed by me in accordance with those powers and in that capacity.

_____

(NOTARY'S NAME AND RANK)
Authority: 10 U.S.C. }1044a
NO SEAL REQUIRED

FAMILY CARE PLAN CHECKLIST

The following checklist is designed to assist servicemembers in developing and updating Family Care Plans. The checklist should not be considered all inclusive and should be modified as the circumstances of each individual or the command dictate. Additional information and assistance is available from the command Family Care Plan Coordinator, Fleet and Family Support Centers, Legal Assistance Offices, Navy-Marine Corps Relief Society counselors, Child Development Centers, Naval Reserve Activities and civilian social services organizations.

1. Qualified caregiver(s) designated and Family Care Plan established for

- ☐ short-term absences.
- ☐ (TEMADD, pre-deployment workups, training exercises).
- ☐ long-term absences (deployments, mobilizations).

2. Family Care Plan contains provisions for

- ☐ Financial well-being of family members.
  - ☐ allotments.
  - ☐ bank accounts and access.
- ☐ Logistical arrangements.
  - ☐ movement of family members/caregivers(s) to include financial, medical, and legal support arrangements which may be required.
  - ☐ non-military escort for family members needing assistance (children, elderly, disabled).
  - ☐ care of home/quarters.
  - ☐ family contacts.
  - ☐ language translator (if required).
  - ☐ school arrangements.
  - ☐ use of government services (commissary, exchange, etc.).
- ☐ Medical/dental arrangements.
  - ☐ location of medical/dental/immunization records.

- ☐ special or unusual needs or therapy.
- ☐ medication requirements and prescriptions.
- ☐ names/location of medical/dental providers.
- ☐ desires/directions in the event of a medical emergency.
- ☐ access to military medical treatment (use of military hospitals and clinics, TRICARE (CHAMPUS) etc.).
- ☐ private insurance (TRICARE Supplement, MEDICARE/MEDICAID, etc.)

☐ Legal arrangements.

- ☐ name/location of attorney.
- ☐ will up-to-date and location recorded on NAVPERS 1070/602.
- ☐ power(s) of attorney.
- ☐ person who will assume temporary responsibility for child(ren) in the event of death or incapacity of the servicemember recorded on NAVPERS 1070/602.
- ☐ tax arrangements.
- ☐ family member military IDs/social security numbers.
- ☐ insurance policies (life, medical, property, fire, etc.).

3. Caregiver(s) briefed by servicemember on

- ☐ responsibility under the Family Care Plan.
- ☐ logistical, financial, medical and legal arrangements.
- ☐ child care/behavioral changes.
- ☐ location of important documents.
- ☐ locations, points of contact and types of support available from
  - ☐ fleet and family service centers.
  - ☐ navy-marine corps relief society.
  - ☐ child development centers.
  - ☐ naval reserve activity.
  - ☐ community and family support groups.
  - ☐ civilian social service organizations.
- ☐ information available through Fleet and Family Service Center outreach program (if required).
- ☐ command points of contact.

4. NAVPERS 1740/6, signed by caregiver(s) and servicemember acknowledging responsibilities of the caregiver under the Family

Care Plan and the receipt of a thorough briefing by the servicemember on available military facilities, services, benefits, entitlements of family members as well as financial and logistical arrangements in the plan, documented on NAVPERS 1740/7. New forms are not required when updating the Family Care Plan unless there is a change in the caregiver or the status under which the caregiver will provide care.
☐ Yes ☐ No

5. Caregiver provided necessary legal documents required for care of family members and access to military facilities.
☐ Yes ☐ No

6. Contingency plans and alternate caregivers(s) identified in the event primary caregivers are unable to perform their responsibilities. ☐ Yes ☐ No

7. Escort and family member care arrangements in the event of a Noncombatant Evacuation Operation (NEO) or if other evacuation is implemented (as required for overseas assignments).
☐ Yes ☐ No

8. Completed Family Care Plan package on file with command or designated location in case of underway operations.
☐ Yes ☐ No