



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
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OPNAVINST 1740.4E  
N170  
5 Oct 2017

OPNAV INSTRUCTION 1740.4E

From: Chief of Naval Operations

Subj: U.S. NAVY FAMILY CARE POLICY

Ref: (a) DoD Instruction 1342.19 of 7 May 2010  
(b) NAVPERS 15560D  
(c) OPNAVINST 6000.1C  
(d) Public Law 110-181, Sec. 586  
(e) OPNAVINST 3060.7B  
(f) DoD Instruction 1400.32 of 24 April 1995  
(g) SECNAVINST 5211.5E  
(h) SECNAVINST 1920.6C

Encl: (1) Term Definitions  
(2) Family Care Plan Checklist

1. Purpose

a. To establish policy, assign responsibilities, and prescribe procedures for the care of dependent family members of Service members, including Reserve Component (RC) and members of the Department of Defense (DoD) civilian expeditionary workforce.

b. This instruction is a complete revision and should be reviewed in its entirety. Major changes to this instruction include the definition of a caregiver and the use of Navy Standard Integrated Personnel System (NSIPS) in the identification, certification, and recertification of personnel who require a family care plan.

2. Cancellation. OPNAVINST 1740.4D.

3. Applicability and Scope. Provisions of this instruction apply to all Navy Active Component (AC) and RC commands and personnel. AC and RC personnel of other DoD components and U.S. Coast Guard are included when assigned to Navy commands. Service members who meet the criteria defined in this instruction are required to complete and maintain a current family care plan. This instruction does not create a right, entitlement, cause of action, or defense in favor of any individual and does not supersede a preexisting or subsequent separation agreement, court order, child custody order, or divorce decree that addresses child custody and support issues.

Family care plans are mission planning tools that obligate the Service member to establish and document plans to care for minor children and adult family members that are dependents while the Service member is absent. To be effective, family care plans must consider and comply with applicable State and Federal laws governing child custody and parental rights. Existing family care plans for all personnel should be reviewed for compliance with this instruction.

#### 4. Background

a. Family Care Planning in the Military. The nature of naval service dictates that Service members must be ready to deploy throughout the world, on short notice, and be able to fully execute their military duties. For Service members with minor children or adult family members who are dependents, the ability to meet this requirement is directly related to the degree of prior family care planning. Ensuring proper care for the Service member's minor children and adult family members who are dependents reduces stress on the Service member and strengthens a deployable asset for the command. Reference (a) provides guidance and establishes minimum standards for family care planning throughout the DoD.

b. Legal Effectiveness Outside of the Military. The family care plan is a planning tool. Family care plans are subject to court orders addressing child custody or support issues and cannot change, modify, or supersede existing court orders. The family care plan may not be legally binding on third parties, non-military personnel, and non-military institutions. Without legal formalities, the family care plan may not be accepted by or enforceable against the natural or adoptive parent(s) of the minor child or children in question; other persons or agencies with a legal interest in the child's or children's wellbeing; public and private schools; day care providers; health care providers; or courts. Exclusive reliance on a family care plan without the assistance of implementing court orders or written agreements from natural or adoptive parents, or non-military personnel or institutions, may result in challenges to custody or denial of services by institutions.

c. Legal Assistance and Family Care Planning. When single, domestically separated, or divorced Service members with minor children are required to travel unaccompanied for extended periods of time (e.g., training exercises, temporary duty (TDY), deployments, and unaccompanied tours), there is a possibility that the other natural or adoptive parent of the minor children, or others with legally enforceable custody rights, will challenge the family care plan or existing court orders and seek to create or modify the custody and support status of the Service member's minor children. This action can only be addressed through detailed and thorough planning and action. Single, domestically separated, or divorced Service members with minor children should contact a legal assistance office for advice and assistance in the evaluation of the effectiveness of their proposed family care plan and compliance with any legal formalities necessary to prevent unwanted challenges to custody and support arrangements.

5. Definitions. The terms used in this instruction are defined in enclosure (1).

6. Requirements

a. The Service member has the responsibility to ensure dependent family members are cared for during deployments, reserve mobilizations, and TDY, as well as at all other times during which the Service member is unavailable. The primary responsibility for initiating and developing a workable family care plan rests with the individual Service member. It is also the responsibility of the Service member to provide the designated caregiver with all information and documentation needed to execute the family care plan and provide for the Service member's minor children or adult family members' dependents. Formal documentation of a family care plan is required for the individuals and situations listed in subparagraphs 6a(1) through 6a(5).

(1) Single parents.

(2) Dual-military couples with dependents, where one or both Service members have primary or shared physical custody of a minor child or children.

(3) Service members in a blended family. Service members who have custody of a child or children from a prior relationship need to complete a family care plan, even if they have remarried and plan to have the new spouse care for the minor child during periods of absence.

(4) Service members who are legally responsible for an adult family member who is incapable of providing for themselves in the absence of the Service member.

(5) Family circumstances or other personal status changes that result in a Service member becoming legally and primarily responsible for the care of another person and necessitate implementation of a family care plan. Such circumstances include, but are not limited to, those in subparagraphs 6a(5)(a) through 6a(5)(f).

(a) Birth, adoption, or guardianship of a minor child or children.

(b) Loss of a spouse through death, separation or divorce, or spouse's injury or illness is of such a nature that the spouse is unable to care for minor children or adult dependents.

(c) Enlistment (or commissioning) in any Military Service by a spouse resulting in a dual military couple with minor children or adult dependents.

(d) Assumption of legal responsibility for the sole care for an elderly, disabled, or chronically sick family member who is unable to care for themselves in the absence of the Service member.

(e) Extended, recurring, or other absence of a civilian spouse through career and job commitments or personal reasons which, in the opinion of the commanding officer (CO), may affect the Service member'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, such as food and medical care. For example, Service members who are assigned with their family to an isolated location or have dependent family members who have limited language or communication skills in the country of residence may require a family care plan.

b. The family care plan should identify the caregiver(s), as defined in enclosure (1), who agree to provide for the Service member's minor children or adult dependents. NAVPERS 1740/6 Department of the Navy Family Care Plan Certificate and NAVPERS 1740/7 Family Care Plan Arrangements must be used to document the family care plan. The Service member must submit these forms through the chain of command as part of the family care plan package. Specific requirements are included in subparagraphs 6b(1) through 6b(3).

(1) NAVPERS 1740/6 includes a statement that the NAVPERS 1740/7 is attached and contains information pertinent to the location of important papers, military facilities, services, benefits, and entitlements of family members.

(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, has changed. However, the family care plan must be recertified annually.

(3) Legal documents, such as powers of attorney, prepared for the caregiver; executed custody or separation agreements; custody or support orders; divorce decrees; and other related documents must be reviewed in conjunction with the family care plan but not retained at the command.

c. The family care plan must include written provisions for the conditions contained in subparagraphs 6c(1) through 6c(8).

(1) Short-term absences (e.g., TDY requirements, pre-deployment workups, training exercises, and periods of annual training 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).

(3) Other kinds of absences (e.g., normal or extended working hours, watches, weekend duty) are at the discretion of the CO. The CO's decision should take into account the individual member's level of responsibility.

(4) The financial well-being of family members covered by the family care plan during separations. Arrangements should include power(s) of attorney, allotments, the review of any child support orders, or other appropriate means to ensure the self-sufficiency and financial security of dependent family members. Service members should provide support for dependent family members as directed by reference (b), article 1754-030.

(5) Medical and legal support necessary to ensure continuity of care for dependent family members.

(6) Relocation, if necessary, of the caregiver or family to a new location. Consideration of a non-military escort for dependents who require assistance, such as infants, children, or elderly disabled adults, should be outlined when family considerations dictate.

Note: Relocation of a minor child or children may violate civil and criminal laws if the act of relocation interferes with the legally established custody or visitation rights, or both, of natural or adoptive parents or others with a legal right to visit the child or children. Additionally, many school systems and childcare facilities will not accept a power of attorney for enrollment. If minor children are relocated and will be enrolled in a new school or childcare facility, such institutions may require a court order to establish proper custody of the child or children.

(7) Verification of consent from all natural and adoptive parents, and other legal custodians, regarding the planned designation of custody or guardianship of a minor child or written documentation that reasonable efforts have been made to obtain such consent. In the alternative, proof of a court order reflecting that the planned designation is acceptable. Where a separation agreement, court order, or divorce decree addressing child custody and support issues is in force, the family care plan should be consistent with such court agreement, order, or decree.

Note: The family care plan is not recognized by civilian courts as a lawfully enforceable custody determination. The only document that is recognized as lawfully enforceable by the civilian courts is a properly issued court order incorporating the terms and conditions of the family care plan. Sailors are strongly encouraged, especially when their family circumstances are complex (blended or dual military), to have NAVPERS 1740/6, NAVPERS 1740/7, and all relevant legal documentation reviewed by a legal assistance attorney.

(8) Any other information deemed necessary by the CO or the Service member that would be needed by the command to execute the Service member's family care plan.

d. All Service members required under this instruction to complete a family care plan must designate a caregiver who, in the event of the death or incapacitation of the Service member, will

assume temporary responsibility for the minor children until a natural or adoptive parent or legal guardian assumes custody either by order of a court of competent jurisdiction or operation of law. The name, address, and telephone number(s) of the person so designated must be recorded in NSIPS and on NAVPERS 1740/6. This temporary designation is not a substitute for the appointment of a legal guardian in a will.

e. As directed by reference (c), military mothers of newborns must be deferred from travel away from the home station for 12 months following the delivery. All permanent change of station (PCS) or TDY assignments are deferred for a period of 12 months following delivery unless the Service member requests earlier rotation, in which case a waiver is required. This provision is to assist the Service member in developing a family care plan and to establish a pattern of childcare. As directed by reference (a), single Service members or one Service member of a military couple who adopt a child must receive the same consideration for 4 months following the date the child is placed in the home as part of the formal adoption process. Similarly, RC Service members must be deferred from involuntary recall to active duty for 12 months following delivery or adoption placement. The deferment is terminated if the Service member gives up custody of the child or voluntarily cancels the deferment in writing.

f. As directed by reference (d), Service members meeting the conditions of subparagraphs 6a(1) and 6a(2) that may be deployed in an area for which imminent danger pay is authorized must be allowed to request a deferment of deployment due to unforeseen circumstances. Requests for deferment will be considered and responded to promptly.

(1) Service members on active duty should make such requests to their CO. COs can grant deferments for up to 4 months. Requests for additional time should be forwarded to Navy Personnel Command (NAVPERSCOM). Enlisted requests should be forwarded to NAVPERSCOM, Enlisted Distribution Division (PERS-40), Humanitarian Assignment (PERS-40HH). Officer requests should be forwarded to the respective detailers or placement officers.

(2) RC personnel who are in receipt of mobilization orders to an area for which imminent danger pay is authorized but, due to unforeseen circumstances, are unable to execute their family care plan, should request mobilization deferment as directed by reference (e).

g. While DoD and the Navy do not have the authority to direct emergency essential civilian and contractor personnel to prepare a family care plan, the Navy strongly encourages personnel in these positions, as directed in references (a) and (f), to establish family care plans consistent with this instruction.

7. Responsibility. Office of the Chief of Naval Operations, 21st Century Office (OPNAV N17) must establish policy and ensure the family care plan meets command, Service member, and family member needs.

8. Action

a. Installation Commanders. Ensure caregivers are permitted to use installation facilities, on behalf of the Service member, in caring for family member dependents during the absence of the Service member. Such access must be granted based on family care plan forms, agent letters, letters of authorization, or powers of attorney as may be necessary to provide authorized entitlements to the member's family. Access must be granted with proper documentation as directed in reference (a) regardless of the issuing branch of Service or RC category.

b. Fleet and Family Support Centers (FFSC). Provide information, assistance, and counseling in the development of a family care plan. Information provided by the FFSC must cover subjects and problem areas faced by families when a Service member deploys (i.e., separation anxiety, coping skills, parenting tips, stress management, schooling, financial arrangements, and location of key documents). While FFSCs have a role in support of COs and Service members in developing family care plans, responsibility for family care plans must not be delegated to an FFSC.

c. Immediate Superior in Command (ISIC). Include review of family care plan programs during periodic ISIC inspections of subordinate commands, units, and installations.

d. COs

(1) Ensure that all members of their command are informed of the requirements of this instruction.

(2) Ensure that all members of their command who are required to complete a family care plan do so as directed by this instruction.

(3) Establish a collateral duty billet for a family care plan coordinator.

(4) Ensure the Service member's family care plan is maintained at the command, as directed by reference (g).

(5) Ensure that all family care plans are reviewed for adequacy and discussed with the Service member, upon submission and annually, using the checklist in enclosure (2).

(6) Ensure that administrative separation processing is initiated for Service members who are unable to, or refuse to, maintain a current family care plan, do not maintain worldwide assignable status, or are unable to perform their professional and military duties. Grounds for separation and procedures for administrative separation processing will be as directed by the current administrative separation directives (references (b), article 1910-124, and (h)). Refer

administrative separation packages NAVPERSCOM, Head, Enlisted Performance and Separations Branch (PERS-832) for active enlisted, NAVPERSCOM, Head, Officer Performance and Separations Branch (PERS-834) for active and Reserve officers, or NAVPERSCOM, Head, Reserve Enlisted Status Branch (PERS-913) for Reserve enlisted.

(7) Ensure that civilian and contractor personnel meeting the criteria in subparagraph 6a are encouraged to develop a family care plan, as directed in references (a) and (f).

e. Family Care Plan Coordinator

(1) Act as the CO's designated representative with regards to this instruction.

(2) Manage the command's family care plan program.

(3) Assist command Service members in the preparation of individual family care plans. The family care plan coordinator should refer Service members to the FFSC or legal assistance office for information. Service members may use other Military Services' family support centers for assistance if a local FFSC is not available.

f. Service Members (who meet the criteria as defined in this instruction)

(1) Submit a new or updated family care plan to the CO, or designated representative, within 60 days (90 days for Ready Reservists) under the conditions listed in subparagraphs 8f(1)(a) through 8f(1)(e).

(a) Upon change of a previously designated caregiver.

(b) Upon the birth, adoption, assumption of guardianship 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.

(e) Upon receipt of this instruction.

(2) Verify the family care plan for currency under the conditions listed in subparagraphs 8f(2)(a) through 8f(2)(d).

(a) Annually (annual recertification).

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



(c) Prior to negotiating for orders and then prior to executing PCS orders, especially to training (advanced, "A" or "C" schools, graduate education, scholarship, commissioning, or out-service education programs, etc.)

(d) Prior to affiliation, enlistment, or reenlistment in the Selected Reserve.

Note: If mitigating circumstances are involved, the CO may grant an additional 120 days to submit an acceptable family care plan. The additional time to complete the family care plan is intended to accommodate those Service members who are actively in the process of obtaining written agreements or court orders and have advised the command of their actions and progress. Further extensions are not authorized. Service members whose family or personal status changes must notify the CO as soon as possible, but not later than 30 days following the occurrence of a change in status. This 30-day notification period does not change the requirement to establish or update the family care plan within 60 days.

(3) Utilize enclosure (2) to assist in developing and reviewing the adequacy of family care plans.

(4) Each Service member who is part of a married dual military couple must provide a family care plan which is consistent with their spouse's plan. Both Service members must maintain a copy of their family care plan with their respective command. In the event that a family care plan is not or cannot be established, PERS-832, PERS-834, or PERS-913 will determine, based on the needs of the Navy, which Service member will be separated. In the instance of dual military couples in which one party is a non-Navy Service member, the Navy Service member must complete a family care plan as directed in this instruction. A copy of the Navy's family care plan, signed by both Service members, will be forwarded to the other Service member's unit. The Navy Service member will also provide their command with a copy of the family care plan filed with their spouse's Service. The details described in each family care plan should be reviewed for consistency. In this manner, both member's command and Navy can remain fully informed concerning the Service members' family care plan.

(5) Service members required to have a family care plan who are being screened for overseas assignment will be required to submit or update their family care plan to cover any period of absence by the Service member due to the circumstances listed in subparagraphs 8f(5)(a) and 8f(5)(b).

(a) Between the departure of the Service member for, and the arrival of the family member dependents at, the overseas assignment.

(b) In the event of an unaccompanied tour.

(6) Each Service member required to complete a family care plan must:

(a) discuss with his or her commander (or designated representative) the necessity for and what is needed to develop an adequate family care plan;

(b) inform the non-custodial biological or adoptive parent of his or her children, as applicable and as far in advance as practicable, of his or her impending absence due to military order;

(c) 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;

(d) make data entries in the self-service account in NSIPS;

(e) certify his or her family care plan on an annual basis with his or her commander or designated command representative;

(f) brief the caregiver on financial, medical, legal, educational, and logistical arrangements (to include discussion and arrangements to relocate the caregiver or family member to a designated location), military facilities, services, benefits, and entitlements of the dependent family members;

(g) provide the caregiver copies of power(s) of attorney, wills, and other documents determined necessary;

(h) provide the caregiver with information on existing military and private sector community support resources from which he or she can receive assistance (e.g., location and points of contact for the FFSC, ombudsman, exceptional family member liaison, school liaison officer, family support groups, community and family support centers, schools); and

(i) discuss with and provide information to the caregiver about the potential behavioral changes of children during a long-term separation to assist the caregiver in determining how best to support, sustain, and assist children during a deployment or other separation.

(7) Each Service member must develop and forward an adequate NAVPERS 1740/6 through their chain of command for filing. The complete plan must include, at a minimum, the information contained in subparagraphs 8f(7)(a) through 8f(7)(g).

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

(b) Provisions for short-term absences (e.g., TDY 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 or caregivers to a new location, including arrangement 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 actions.

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

(g) 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 must verify that the Service member has briefed the caregiver and provided the caregiver copies of documents required for inclusion in the family care plan.

(8) Each Service member must ensure that the caregiver(s) has:

(a) the legal documentation necessary to act as a caregiver(s) for the Service member's dependent child or children; and

(b) met the requirements for a caregiver.

1. Not an active duty member of any branch of Service.

2. At least 21 years of age.
3. Capable of self-care and care of dependent family members.
4. Agreeable, in writing, to care for one or more family members during the absence of the Service member for indefinite periods to ensure the Service member is available for worldwide duties.

(9) Each Service member is responsible for updating their electronic service record in NSIPS and if this information indicates the member is a single parent, military married to military with one or more dependent children, or that the Service member has dependent parent(s), then NSIPS identifies them as a member requiring a family care plan. If a family care plan election date has expired or is left blank, the member will receive an e-mail notification with instructions on what actions should be taken.

(10) Each Service member must maintain their e-mail address in order to receive notifications concerning their family care plans.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5217.17A, Family Readiness Office (OPNAV N170C) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


#### 11. Forms

a. The forms in subparagraphs 11a(1) and 11a(2) are available on Naval Forms Online at: <https://navalforms.documentservices.dla.mil/web/public/home>.

- (1) NAVPERS 1740/6 Department of the Navy Family Care Plan Certificate.
- (2) NAVPERS 1740/7 Family Care Plan Arrangements.

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b. DD 2365 Overseas Emergency-Essential Position Agreement, DoD Civilian Employee is available on DoD's Forms Management Program Web site at:  
<http://www.esd.whs.mil/Directives/forms/>.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only, via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil>

## TERM DEFINITIONS

1. Adult Dependent. An individual, not a minor, under applicable law, who is incapable of caring for, or providing for, themselves and is the ward of a Service member by court order or is listed on the Service member's electronic service record as a family member.
2. Blended Family. A blended family (sometimes referred to as a stepfamily) is a family where at least one parent has children, from a previous relationship, that are not genetically related to the other (step) parent. Either one or both parents may have children from a previous relationship. Children from a stepfamily may live with one biological parent, or they may live with each biological parent for a period of time.
3. Caregiver. An individual who is at least 21 years of age, capable of providing care and maintenance to the minor children and adult dependents of the Service member, and who is lawfully entitled or obligated to assume custodial responsibilities, or has the express written consent of the Service member to assume such responsibility. The caregiver cannot be a member of any branch of Military Service, including U.S. Coast Guard.
4. Counsel. Communication from the CO (or representative) regarding the unique demands of military service as it relates to personal and family responsibilities and the necessity for realistic family care arrangements to ensure Service members are available for worldwide duty. Communication will provide information on Navy directives and policy regarding the required care of, and provision for maintenance of, minor children, adult family members, and dependents in the event the Service member is unavailable to provide said care and maintenance. Such counseling will include reference to this instruction, and its provision to the Service member, with specific guidance on the consequences for failure to comply.
5. Dependents. Individuals who are designated in the Service member's electronic service record in NSIPS.
6. Dual Military Couple with Family Members or Dependents. Active duty or Reserve Service members serving in the United States military (including the U.S. Coast Guard) who are married to each other and have legal physical custody as parents (or pursuant to a court order) and joint responsibility for the care of children and adult dependents.
7. Emergency Essential Civilian. A civilian employee who occupies a position that is located overseas or would be transferred overseas during a crisis and has signed a DD 2365 Overseas Emergency-Essential Position Agreement, DoD Civilian Employee. The position is required to ensure the success of combat operations or to support combat essential systems subsequent to mobilization or an activation order. The position cannot be converted to a military position because it requires uninterrupted performance to provide immediate and continuing support for combat operations, or to support maintenance and repair of combat essential systems.

8. Family Care Certificate (NAVPERS 1740/6). The form that Service members; Active and Ready Reserve, who are single parents; dual military couples; and Service members with primary or shared physical custody of minor children must complete to ensure they are worldwide deployable.
9. Family Care Plan. A group of documents that identify and outline, on Service-specific forms, the person(s) who must provide care for the Service member's children and adult dependents, what those services are, and how they are to be provided. The plan outlines arrangements made by the Service member to address their obligation to provide for their minor children and adult dependents. The plan must contemplate and address 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 Service member. The plan will include, but not be limited to, consideration of: medical, dental, health, educational, nutritional, housing, financial, and supervisory needs of minor children and adult dependents.
10. Family Care Planning. The process of planning in advance for the care of minor children and adult dependents. The planning is the initiative taken by the Service member to use all available military and private sector resources to ensure adequate care, support, and supervision for covered family members during the Service member's absence.
11. Family Members. Includes those individuals for whom the Service member is legally obligated to provide support. This includes, but is not limited to, minor children, persons with disabilities, and others for whom the Service member is legally obligated to care for and who are unable to care for themselves in the absence of the Service member.
12. Minor Children. Individuals under the age of 19 or not emancipated under State law (where it is the applicable law), for whom the Service member has a legal obligation to provide for the care and maintenance. The term children must refer to either one child or two or more children. Minor children must specifically include all natural or adopted children and all legal wards of the Service member.
13. Primary Physical Custody. The status of having possession of a minor child or children and primary responsibility for the care and wellbeing of the child or children. This status may be indicated by judicial decree, birth, or physical possession of the child for periods in excess of 6 months.
14. Ready Reserve. Military members of the Reserve organized in units, or as individuals, liable for recall to active duty to augment the AC in time of war or national emergency. The Ready Reserve consists of both the Selected Reserve and Individual Ready Reserve.
15. Service Member. Includes any Service member of the U.S. Navy on active duty or in the Ready Reserve, members of the U.S. Marine Corps assigned to Navy units, and the U.S. Coast Guard when it is operating as a Military Service in the Navy.

16. Separated. In the domestic sense, the status of being married and living apart from one's spouse due to marital discord with or without a judicial determination of the legality of the separation or any legal obligations that may be imposed as a result of the separation.

17. Shared Physical Custody. A Service member who, by court order or agreement, has temporary physical responsibility for the care and wellbeing of a minor child for a limited period of time. This status may be indicated by judicial decree, birth, or physical possession of the child for periods up to and including 6 months.

18. Single Parent. A Service member with primary or shared physical custody of a child and who is not now, is no longer, or has never been married to that child's biological or adoptive parent. A Service member who is living separately and apart from their spouse in excess of 60 days and has primary or shared physical custody of a that child or children.



### FAMILY CARE PLAN CHECKLIST

This checklist is designed to assist Service members 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, FFSCs, legal assistance offices, Navy-Marine Corps Relief Society counselors, child development centers, Navy operational support centers, and civilian social services organizations.

1. Qualified caregiver(s) designated and family care plan established for:
  - Short-term absences (temporary additional duty, pre-deployment workups, training exercises).
  - Long-term absences (deployments, mobilizations).
  
2. Family care plan contains provisions for:
  - Financial wellbeing of family members:
    - Allotments.
    - Bank accounts and access.
  
  - Logistical arrangements for:
    - Movement of family members or caregivers(s) to include financial, medical, and legal support arrangements which may be required.
    - Non-military escort for family members and dependents needing assistance (children, elderly, disabled).
    - Legal review for relocation of minors subject to custody and visitation orders.
    - Legal review for relocation of minors without the consent of the natural or adopted parent.
    - Care of home or quarters.
    - Family contacts.
    - Language translator (if required).
    - School arrangements.
    - Verification that new schools will accept minor children for enrollment.
    - Additional documents needed to enroll minor children in school, court orders, powers of attorney, local forms.

- Use of Government services (commissary, exchange, etc.)
  - Crisis or disaster situations.
  
  - Medical and dental arrangements:
    - Location of medical, dental, and immunization records.
    - Special or unusual needs or therapy.
    - Medication requirements and prescriptions.
    - Names and location of medical and dental providers. Desires and directions in the event of a medical emergency.
    - Access to military medical treatment (use of military hospitals and clinics, TRICARE).
    - Private insurance (TRICARE supplement, Medicare or Medicaid, etc.).
    - Power of attorney for caregiver to allow the provision of medical treatment.
  
  - Legal arrangements:
    - Name and location of attorney.
    - Will up-to-date.
    - Power(s) of attorney.
    - Person who will assume temporary responsibility for a child or children in the event of death or incapacitation of the Service member recorded in their electronic service record in NSIPS.
    - Tax arrangements.
    - Family member military identifications and social security numbers.
    - Insurance policies (life, medical, property, fire, etc.)
    - Court documents for care and custody of minor children and adult dependents.
    - Legal review of existing court orders for custody and visitation for minor children.
    - Legal review of plans to relocate minor children, adult family members, or dependents without the written consent of both natural or adoptive parents.
3. Caregiver(s) briefed by Service member on:
- Responsibility under the family care plan.
  - Logistical, financial, medical, and legal arrangements.
  - Possible challenges to custody, visitation, and support of minor children, adult family members, and dependents.

- Child care or behavioral changes. Location of important documents including powers of attorney, separation agreements, court orders, divorce decrees addressing child custody, and support issues.
- Locations, points of contact, and types of support available from:
  - FFSCs.
  - Navy-Marine Corps Relief Society.
  - Child development centers.
  - Navy operational support centers.
  - Community and family support groups.
  - Civilian social service organizations.
  - Parental goals.
  - Command points of contact.

4. NAVPERS 1740/6, signed by caregiver(s) and Service member acknowledging responsibilities of the caregiver under the family care plan and the receipt of a thorough briefing by the Service member on available military facilities, services, benefits, entitlements of family members and dependents 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 that primary caregivers are unable to perform their responsibilities.

Yes     No

7. Escort and family member or dependent care arrangements in the event of a noncombatant evacuation operation, 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