



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

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NAVSUPPACT NAPLES INST 1740.1D

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11 FEB 2014

NAVSUPPACT NAPLES INSTRUCTION 1740.1D

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: FAMILY CARE PLAN POLICY

Ref: (a) OPNAVINST 1740.4D
(b) MILPERSMAN 1754-030

Encl: (1) Family Care Plan Checklist

1. Purpose. To assist service members in developing workable Family Care Plans (FCP), and establish procedural requirements for the implementation and management of the FCP per references (a) and (b).
2. Cancellation. NAVSUPPACT Naples Instruction 1740.1C.
3. Applicability and Scope. This instruction applies to all single members or dual military couples that have custodial responsibility for family members or other dependents that are assigned to NAVSUPPACT Naples.
4. Background. The nature of naval service dictates that members must be ready to deploy throughout the world on short notice and be able to fully execute their military and professional duties. For members with dependents, the ability to meet this requirement is directly related to the degree of prior family care planning. Thorough planning benefits both the Navy and the member by ensuring proper care for dependents, reduced stress on the member and a deployable asset for the command. Planning to ensure the care of family members and dependents is essential and required for every member. However, it is especially crucial for single members with dependents and members of dual military couples with dependents.

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5. Requirements

a. The member has the responsibility of ensuring family members are cared for during deployments, reserve mobilizations, and temporary duty, and all other times. The primary responsibility for initiating and developing a workable FCP rests with the individual member. It is the responsibility of the member to provide the designated caregiver with all information and documentation needed to execute the FCP plan and provide for the member's dependents. Formal documentation of a member's FCP is required under any of the following conditions:

(1) A single parent with custody of children under 18 years of age.

(2) Both members of a dual military couple with custody of children under 18 years of age.

(3) Family circumstances or other personal status changes in which the member becomes solely responsible for the care (housing, medical, logistical, financial, food, clothing, or transportation) of another person. Such circumstances are delineated in reference (a).

b. The FCP should designate one or more caregivers who will agree to provide for the affected members of the family or dependents. Enclosure (1) will be used to document the plan. By signing these forms, the caregiver acknowledges and accepts responsibility for the care of the member's family and understands the provisions contained in the plan for short and long-term separations.

6. Action

a. Program Administrator. The Administrative Officer is the FCP Coordinator and is responsible for:

(1) Ensuring members receive counseling and complete enclosure (1) during check-in process through the Administration Department. Afford members with sufficient time (60 days) for the completion of all required FCP documents.

(2) Conduct an annual review of FCP.

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(3) Maintain a copy of NAVPERS 1740/6 and NAVPERS 1740/7 for each service member in a composite file to serve as a ready reference in the event of mobilization, planned or unplanned operations requiring a member's absence.

b. Members. Members who meet criteria as defined in paragraph 5a(1)-(3) will:

(1) Submit a new or updated FCP to the FCP Coordinator upon arrival to the command and within 60 days 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.

(2) Verify the FCP 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 orders, especially to training (advanced, "A" or "C" schools, graduate education, scholarship/commissioning/out-service education programs, etc.).

(3) When being screened for overseas assignment, submit or update their FCP to cover any period of absence by the member (i.e., between the departure of the member for, and the arrival of the family members at, the overseas assignment, or in the event of an unaccompanied tour).

(4) Ensure the FCP is per the requirements outlined in reference (a).

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(5) Request, as necessary, information and assistance in developing FCP from the command. A checklist is provided as enclosure (1) to assist in developing and reviewing the adequacy of plans.

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

(7) 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 of the member's command.

(8) Discuss with and provide information to the caregiver on the parental goals desired during a long-term separation.

c. Dual Military Couples. Dual military couples who are required under this instruction to have a FCP must develop a single plan which will be signed by both members. Additional requirements are:

(1) Both members shall maintain a copy of their FCP with their respective commands.

(2) In the event that a FCP is not or cannot be established, Navy Personnel Command (PERS-2) will determine which member may be separated based on the needs of the Navy.

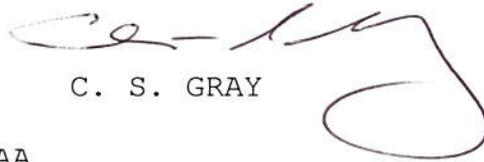
(3) In the instance of a Navy member married to a member of another military service, the Navy member shall complete a FCP per this instruction.

(4) A copy of the Navy's FCP, signed by both members, will be forwarded to the spouse's unit. The Navy member will also provide his/her command with a copy of the equivalent plan for the spouse's service.

(5) The details described in each FCP should be reviewed for consistency. In this manner, both member's commands and services can remain fully informed concerning the members' FCP.

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d. Fleet and Family Support Center (FFSC). The FFSC, upon request of the member or the Commanding Officer, will provide information and assistance, as well as individual counseling to members as required for development of a FCP.



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Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

[https://www.cnic.navy.mil/regions/cnreurafswa/
installations/nsa_naples/about/departments/administration_n1/
administrative_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)

11 FEB 2014**FAMILY CARE PLAN CHECKLIST**

This checklist is designed to assist service members in developing and updating family care plans (FCP). 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 FCP coordinator, FFSCs, legal assistance offices, Navy-Marine Corps Relief Society (NMCRS) counselors, child development centers (CDC), Navy Operational Support Centers (NOSC) and civilian social services organizations.

1. Qualified caregiver(s) designated and FCP established for:

- Short-term absences (temporary additional duty, pre-deployment workups, training exercises)
- Long-term absences (deployments, mobilizations)

2. FCP contains provisions for:

- Financial wellbeing of family members
- Allotments
- Bank accounts and access
- Logistical arrangements for:
- Movement of family members/caregivers(s) to include financial, medical, and legal support arrangements which may be required
- Non-military escort for family members/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/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/disaster situations
- Medical/dental arrangements
- Location of medical/dental/immunization records
- Special or unusual needs or therapy

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- 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.)
- Power of attorney for caregiver to allow the provision of medical treatment
- Legal arrangements:
 - Name/location of attorney
 - Will up-to-date and location recorded on NAVPERS 1070/602.
 - Power(s) of attorney
 - Individual who will assume temporary responsibility for child(ren) in the event of death or incapacitation of the Service member recorded on NAVPERS 1070/602.
- Tax arrangements.
- Family member military identifications/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 and/or adult family members/dependents without the written consent of both natural and adoptive parents.

3. Caregiver(s) briefed by Service member on:

- Responsibility under the FCP.
- Logistical, financial, medical, and legal arrangements.
- Possible challenges to custody, visitation, and support of minor children and adult family members/dependents.
- Child care/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:
 - FFSC
 - NMCRS
 - CDC
 - NOSC
 - Community and family support groups.

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- 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 FCP and the receipt of a thorough briefing by the Service member on available military facilities, services, benefits, entitlements of family members/dependents as well as financial and logistical arrangements in the plan, documented on NAVPERS 1740/7. New forms are not required when updating the FCP 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/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 FCP package on file with command, or designated location, in case of underway operations.

Yes No