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SECRETARY OF THE AIR FORCE**

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Personnel

FAMILY CARE PLANS



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This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 36-29, *Military Standards*. This instruction applies to Regular Air Force, Air Force Reserve and Air National Guard (ANG) members. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for Family Care Plans (FCP). This publication may be supplemented at any level; all MAJCOM-level supplements must be approved by the Human Resource Strategic Board (HSB) prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication Office of Primary Responsibility (OPR) for non-tiered compliance items. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route AF Form 847s through appropriate channels to AFPC/DPSIM, Special Programs, 550 C Street West, Suite 37, Randolph AFB TX 78150-4733 or via afpc.dpdxi.pubfmmgt@randolph.af.mil.

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<http://dpclo.defense.gov/Privacy/SORNs.aspx>. The Paperwork Reduction Act of 1995 affects this instruction.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. The revision defines commander/first sergeant responsibilities, and clarifies program elements. These changes are necessary to comply with DoD Instruction 1342.19. This revision identifies Tier waiver authorities for unit-level compliance items IAW AFI 33-360.

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Chapter 1

PROGRAM ELEMENTS

1.1. Family Care Plan (FCP). All Air Force members with dependent family members will have family care arrangements that reasonably cover all situations, both short-term and long-term. Only personnel addressed in [paragraph 1.2](#) are required to develop a written plan (AF Form 357, *Family Care Certification*) to be maintained by the commander or first sergeant. It will detail and provide a smooth, rapid transfer of responsibilities to designees during the absence of the member. Contingency operations requiring temporary duty (TDY), along with overseas assignments to family-restricted areas and other duties require members to be separated from their family and require unique family care arrangements. Each Air Force member is responsible for the care of family members during these circumstances.

1.2. Who Must Document Their FCP on the AF Form 357. Air Force members to included DoD Civilian Expeditionary Workforce (CEW) members who meet the following criteria will develop and maintain an FCP:

1.2.1. Single parents who have custody of a child and bear sole or joint responsibility for the care of children under the age of 19 or others unable to care for themselves in the absence of the member. **(T-0)**.

1.2.2. Dual-military couples with dependents. **(T-0)**.

1.2.3. Married Service members with custody or joint custody of a child whose non-custodial biological or adoptive parent is not the current spouse of the Member, or who otherwise bear sole responsibility for the care of children under the age of 19 or for other unable to care for themselves in the absence of the member. **(T-0)**. *EXAMPLE:* The military member had a child with, or adopted a child with a previous spouse and then they divorced or separated. Then the military member gained full or partial custody of the child.

1.2.4. Members primarily responsible for dependent family members and meet one or more other criteria under par. 1.2. **(T-0)**.

1.2.5. Civilian and contractor personnel in emergency essential positions are strongly encouraged to establish family care plans consistent with this instruction. Civilian and contractor personnel should also avail themselves and their caregivers of the information, support, and resources provided by the Airman and Family Readiness Center (A&FRC) and social service organizations within legal constraints.

1.3. When To Implement The FCP. Air Force members will implement their family care plan when required to be absent from their family members. **(T-0)**. This includes single parents or military couples assigned to a family-member-restricted area and activation of noncombatant evacuation operations (NEO) or other emergency evacuation situations if assigned overseas with family members.

1.4. Duty Deferments. To assist Air Force military members in the development of family care plans and establishing a pattern of childcare, Service members shall receive the following deferments from duty:

1.4.1. Military mothers of newborns receive a 4-month deferment from duty away from the home station for the period immediately following the birth of a child. **(T-0)**.

1.4.2. Single service members, or one member of a dual-military couple who adopts, receive a 4 month deferment from duty away from the home station from the date the child is placed in the home as part of the formal adoption process. **(T-0)**.

1.4.3. Reserve Component members who are mothers of newborns, single Reserve Component members who adopt, and one member of a dual-military couple in the Reserve Component who adopts shall receive a 4-month deferment from involuntary call to active duty immediately following the child's birth or placement in the home. **(T-0)**.

1.4.4. Air Force military members, who may be deployed in an area for which imminent danger pay is authorized, may request a deferment of deployment due to unforeseen family circumstances IAW DoDI 1342.19. **(T-0)**.

Chapter 2

FUNCTIONAL AREA RESPONSIBILITIES

2.1. The Installation Commander (Note: If at a joint base and the AF does not have lead then the senior and/or designated AF commander, normally the deputy installation commander is responsible:

2.1.1. Requires unit commanders, first sergeants and MPS Customer Service personnel to establish procedures to maintain and update information in MILPDS identifying all personnel requiring FCPs. **(T-2)**.

2.1.2. Establishes procedures for caregivers/designees to enter the base and use the base exchange and commissary on behalf of the military member when the family care plan is in effect. **(T-0)**.

2.1.3. Appoints a FCP Program Advisor to evaluate the effectiveness of unit Family Care Programs to ensure compliance with this instruction and recommend possible improvement areas. The program advisor should work closely with the Military Personnel Section (MPS) and A&FRC to ensure all base resources are used to their maximum. **(T-2)**.

2.1.3.1. Recommend the FCP Program Advisor be located within the MPS customer service section with specifically defined duties to include working with unit commanders and first sergeants to maintain and update Military Personnel Data System (MILPDS). Based on installation configuration, the FCP Program Advisor may reside in another location but the responsibility of working with unit commanders and first sergeants to maintain and update MILPDS will be required. **(T-2)**.

2.1.4. Ensures all units include family care plans in unit self-inspection programs and test the use of plans during inspections and exercises. **(T-2)**.

2.1.5. Will ensure periodic testing (a locally established percentage) of family care plans using a representative sample of the units (based on installation population and number of FCPs) and follow-up on discrepancies within 90 days. **(T-1)**.

2.2. The Commander or First Sergeant:

2.2.1. Counsels all personnel with family members on family care responsibilities during in-processing and on an annual basis. Commanders/first sergeants should work closely with the A&FRC in developing their unit FCP Program. Commanders bear ultimate responsibility for the creation of and adequacy of their Service members family care plans. ARC commanders will designate, in writing, a full-time support personnel (Active Guard Reserve, Air Reserve Technician or civilian employee) to monitor the Family Care Program during the commander's and first sergeant's absence between unit training assemblies. **(T-0)**.

2.2.2. Ensures those who need written family care certification receive a copy of this instruction with an AF Form 357 to complete and return within 60 days of date notified of requirement (90 days for non-active duty). Commanders or first sergeants may grant the member an additional 30 days to submit an acceptable family care plan. Further extensions are not authorized. **(T-2)**.

2.2.3. Reviews and certifies the workability of the member's family care arrangement. **(T-0)**.

2.2.4. Establishes procedures to maintain AF Form 357 for all unit personnel requiring written family care plans. **(T-0)**. For military married to military, who are in the same organization, maintains one AF Form 357 covering all family members. For dual military couples assigned to different organizations at the same location, coordinates with the other commander to ensure uniformity. At the discretion of the commander/first sergeant, one unit may maintain a photocopy of the original AF Form 357. If a photocopy is maintained, annotates in the top margin of page 1 with "Original AF Form 357 maintained in XXXXXX" with XXXXXX being the other parent's organization (i.e., 325 MSS). At least annually, the commander or first sergeant maintaining the photocopy coordinates with the other commander to ensure uniformity and accuracy. Record this coordination by placing the initials of the commander or first sergeant and date in the top margin of the form. The commander/first sergeant may still require the member to submit and maintain an original AF Form 357 in the case of dual military couples assigned to different organizations at the same location.

2.2.5. Ensures the Financial Services Office (FSO) and/or the Staff Judge Advocate (SJA) office reviews the arrangements in cases where there is doubt. **(T-0)**.

2.2.6. Will not delegate the authority to counsel members and certify the AF Form 357. **EXCEPTION:** Will delegate, in writing, to detachment and operating location (DET/OL) chiefs to counsel members and certify the AF Form 357 for those who are geographically separated from commander or first sergeant's location. **(T-1)**. DET/OL will file the original AF Form 357 in the DET/OL administrative office and send a copy to the commander for review and filing. **(T-1)**.

2.2.7. Ensures completed AF Forms 357 and copies of powers of attorney are kept, in the Commander's Support Staff (CSS), first sergeant's, or commander's office. Maintains the form until superseded, the member is reassigned, or the member is no longer required to have an AF Form 357. Treats the completed form "For Official Use Only" and releases it only with commander or first sergeant approval. Faxed copies may be maintained while awaiting return of signed original through normal mailing. Establishes procedures to ensure original is received in a timely manner. **(T-1)**.

2.2.8. Ensures military members requiring a documented FCP provide additional information in the remarks section of the AF Form 357. This remarks section should include the following types of information and is to assist the caregiver and dependents with the transition of care and to deal with the absence of the parent. **(T-1)**.

2.2.8.1. Full name, date of birth (DOB), sex, school grade, name and address of school, school phone number, after-school care facility or routine care provider (if not school age) point of contact (POC) and phone number for all dependents. **(T-0)**.

2.2.8.2. Indicate if any family members are part of Exceptional Family Member Program (EFMP) or have any special needs (favorite toys, foods, etc.). **(T-1)**.

2.2.8.3. Identify any special medical needs, language limitations, or other unique situations (attention disorder, speech impediments, medications, phobias, etc.) a caregiver should be aware of for all dependents they will be responsible for. **(T-1)**.

- 2.2.8.4. Directions to residence, schools, churches, routine care provider, and any other facilities the caregiver will need to be familiar with to take custody of dependents or to provide for them while under his/her care. **(T-1)**.
- 2.2.9. Reviews all AF Forms 357 annually and documents it. Coordinate with unit personnel and the MPS to ensure all members who require a FCP have one on hand. **(T-1)**.
- 2.2.10. Annually briefs all members in the organization on family care responsibilities and documents it. **(T-1)**.
- 2.2.11. Annually briefs each person who requires an AF Form 357 to determine the workability of their FCP. Signs the AF Form 357 each time the plan is reviewed and certified. Has the member sign and date AF Form 357 to document the briefing was done. **(T-1)**.
- 2.2.12. Takes disciplinary or other action according to AFI 36-3208, *Administrative Separation of Airmen*, or AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, or for Air Reserve Component personnel, AFI 36-3209, *Retirement and Separation Procedures for Air National Guard and Air Force Reserve Members*, if a member fails to make adequate and acceptable family care arrangements. **(T-1)**. Commanders will inform the member he or she may be subject to disciplinary action and may be separated from the Service for failure to have a care plan. **(T-0)**.
- 2.2.13. Counsels members on family care responsibilities when they receive assignments overseas. **(T-1)**.
- 2.2.14. Has the member complete the appropriate section of AF Form 357 before final out-processing from the unit if the assignment is not to a family member-restricted area. **(T-1)**.
- 2.2.15. Directs single parents and dual military couples assigned to a family member-restricted area to implement their family care arrangements. **(T-1)**.
- 2.2.16. Includes FCPs in unit self-inspection programs and tests the use of plans during inspections and exercises. **(T-1)**.
- 2.2.17. Completes FCP Checklist ([Attachment 2](#)) on each member requiring a FCP. **(T-1)**.
- 2.2.18. Advise members of the risks involved if they are unable or unwilling to contact or gain the consent of the non-custodial biological or adoptive parent if the FCP would leave the child in the custody of a third party. Strongly encourage them to obtain legal advice as far in advance of the absence as is practical about the implications of failing to include the non-custodial biological or adoptive parent in the FCP process. Emphasize that the failure to involve, or at least inform the non-custodial biological or adoptive parent of custody arrangements in anticipation of an absence can undermine, or even render useless, the FCP. **(T-0)**.
- 2.2.19. Considers and responds promptly to Air Force military member's request for a deferment of deployment due to unforeseen circumstances IAW [paragraph 1.5.4](#)
- 2.2.20. Strongly advises the military member to include dependent's non-custodial biological or adoptive parent in the creation of the FCP. **(T-0)**.
- 2.2.21. Advises Air Force military members that their ability to serve and be available for worldwide assignment and deployments cannot be negatively impacted by their parental

responsibilities. Air Force military members must be informed that their failure to meet military obligations can result in their separation from the Air Force. **(T-0)**.

2.3. Military Personnel Section (MPS).

2.3.1. Indoctrinates unit commanders, first sergeants, and DET/OL chiefs on Family Care Program objectives, their responsibilities under this program, and the importance of proper counseling and certification. **(T-2)**.

2.3.2. Publicizes information on the Family Care Program. **(T-2)**.

2.3.3. Works with unit commanders and first sergeants to establish procedures to maintain and update information in MILPDS identifying all personnel requiring FCPs. **(T-0)**.

2.4. Airman and Family Readiness Center (A&FRC). The A&FRC serves as one of the commander's primary resources in making family care arrangements and developing FCPs. They provide an excellent source of assistance in matters of financial planning/financial assistance, life-skills development, personal and family readiness, information and referral to on and off-base agencies, employment assistance, and relocation and transition assistance.

2.5. Air Reserve Components.

2.5.1. HQ ARPC/DPAM Informs IRR members of their responsibility to make family care arrangements during annual screenings and survey mailings. **(T-1)**.

2.5.2. ARC MPSs will perform annual staff assistance visits to all units. Follow-up visits will be performed within 90 days if discrepancies are noted. **(T-1)**.

2.6. Recruiting Organizations. Organizations responsible for recruiting personnel (i.e., United States Air Force Recruiting Service, Air Force Reserve Officer Training Corps, National Guard Bureau, Headquarters Air Force Reserve Command) will:

2.6.1. Ensure officer and enlisted candidates are counseled on family care responsibilities before they obligate themselves to the Air Force. **(T-1)**.

2.6.2. Ensure applicants realize the unique demands of military service, the necessity for making and maintaining family care arrangements, and that failure to make such arrangements will subject the applicant to disciplinary action or involuntary separation. **(T-1)**.

2.6.3. Candidates requiring a written FCP must work with the appropriate recruiting organization for completion of the AF Form 357 prior to entry into the Air Force. **(T-1)**.

2.7. Military Training Centers. Military training centers (i.e., Officer Training School, Academy of Military Science, Basic Military Training School, and technical training wings) will:

2.7.1. Counsel or brief all members on family care responsibilities. Students who meet criteria in [paragraph 1.2](#) must complete an AF Form 357 to be maintained in the Commander's Support Staff (CSS), first sergeant's, or commander's office of the training center having administrative responsibility for the student. **(T-1)**.

2.7.2. Ensure members complete a new AF Form 357 if the current FCP arrangements are insufficient. **(T-1)**.

2.8. Members Who Must Develop A FCP Will:

2.8.1. Notify the commander or first sergeant immediately, or within 30 days (60 days for Selected Reserve) if changes in personal status or family circumstances require completion of an AF Form 357. **(T-0)**. These may include:

2.8.1.1. Birth or adoption of a child. **(T-0)**.

2.8.1.2. Loss of a spouse through death, separation, or divorce. **(T-0)**.

2.8.1.3. Enlistment or commissioning in the military (active duty or Reserve component) when the member and spouse become a dual military couple with family members. **(T-0)**.

2.8.1.4. Assumption of sole care for an elderly or disabled family member. **(T-0)**.

2.8.1.5. Absence of a spouse through career or job commitments or other personal reasons. **(T-0)**.

2.8.2. Designate an individual or individuals to care for family members when member is absent due to fulfilling a military obligation. **(T-0)**. Member will:

2.8.2.1. Consult with the SJA, MPS Customer Service Element, FSO, Chaplain, A&FRC, Child Care Center, and other offices to obtain guidance and support in developing FCPs. **(T-0)**.

2.8.2.2. Designate a primary (long-term) caregiver (on the AF Form 357) to care for family members during member's absence. The primary caregiver must be able to care for family members for any length of time the Air Force may require the military member to be absent from family members. **(T-0)**.

2.8.2.3. Make arrangements for designee(s)/caregiver(s) to have access to adequate funds to support family members during member's absence and provide for logistical movement of the family or caregiver. **(T-0)**.

2.8.2.4. Consult an attorney prior to designating a non-custodial parent as the short- or long-term designee/caregiver. **(T-0)**.

2.8.2.4.1. Attempt, to the greatest extent possible, to inform the non-custodial biological or adoptive parent of his or her children, as applicable, and as far in advance as practical, of his or her impending absence due to military orders. **(T-0)**.

2.8.2.4.2. Attempt, to the greatest extent possible, to obtain the consent of the non-custodial biological or adoptive parent to any FCP that would leave his or her child in the custody of a third party. **(T-0)**.

2.8.2.4.3. Document the name of any non-custodial biological or adoptive parent not named as the caregiver, along with that person's consent to the FCP. If this individual does not consent, the member should explain the absence of such consent in writing and acknowledge the availability of legal counsel to discuss the associated risks and the best possible course of action (including the possibility of incorporating the FCP into a temporary order by a court of competent jurisdiction). **(T-0)**.

2.8.2.5. Ensure appropriate steps are taken so the designee(s)/caregiver(s) can use the base exchange and commissary on the military member's behalf in caring for family

members during periods of absence. If the designee(s)/caregiver(s) reside closer to another installation and will be using those facilities, coordination with the Military Personnel Section of the distant installation may be required to ensure the designee(s)/caregiver(s) can use that installation's facilities. **(T-0)**.

2.8.2.6. Document additional information in the remarks section of the AF Form 357. **(T-1)**. The additional information is meant to assist the caregiver and dependents with the transition of care and to deal with the absence of the parent. This additional form should include the following types of information:

2.8.2.6.1. Full name, DOB, sex, school grade, name and address of school, school phone number, after-school care facility or routine care provider (if not school age) POC and phone number for all dependents. **(T-0)**.

2.8.2.6.2. Indicate if any family members are part of EFMP or have any special needs (favorite toys, foods, etc.). **(T-1)**.

2.8.2.6.3. Identify any special medical needs, language limitations, or other unique situations (attention disorder, speech impediments, medications, phobias, etc.) a caregiver should be aware of for all dependents they will be responsible for. **(T-1)**.

2.8.2.6.4. Directions to residence, schools, churches, routine care provider, and any other facilities the caregiver will need to be familiar with to take custody of dependents or to provide for them while under his/her care. **(T-1)**.

2.8.2.7. Ensure the designee(s)/caregiver(s) know(s) about behavioral changes that can be expected from family members during a long-term separation. **(T-1)**.

2.8.2.8. Ensure all applicable family members' schools or other normal care providing organizations are aware when the member needs to execute a FCP. This will ensure designee will be allowed to pick up family members. Additionally if the parent homeschools their child they will need to determine the legality and willingness/qualification of the designee/caregiver to continue the homeschool instruction or the option of enrolling the child in another school. **(T-1)**.

2.8.2.9. Execute a power of attorney for all designees/caregivers to allow for medical care, enrollment in school, and any other actions which may be necessary to ensure the proper care of family members (unless designee has these legal rights, i.e., ex-spouse). Consider a power of attorney to act in loco parentis, as it may be required in some states. Acceptability of a power of attorney differs for each state. Consult with the base SJA office to ensure appropriate action is taken. **(T-0)**.

2.8.2.10. Include a copy of each power of attorney with the AF Form 357 for filing in the Commander's Support Staff (CSS), first sergeant's, or commander's office. **(T-1)**.

2.8.2.11. Retain the original and give it to the designee/caregiver upon assumption of custody of your family members. **(T-1)**.

2.8.2.12. Designate an individual (short-term caregiver) on the AF Form 357 to assume temporary care of family members if your principal (long-term) caregiver won't be immediately available or if the commander/first sergeant determine a short-term caregiver is essential to ensure the workability of the plan. **(T-0)**. The Short-term

caregiver must reside in the local vicinity. The commander/first sergeant determines local vicinity and documents it.

2.8.2.13. Designate a temporary custodian (on the AF Form 357), in the event of your death or incapacity, to assume temporary custody of children until member's Will can be executed or a court can appoint a legal guardian if member has not completed a will. This individual must reside in the local vicinity to ensure immediate control of family members can be assumed. This temporary custodian may be a military member. **(T-0)**.

2.8.2.14. Make arrangements for designated individuals (on the AF Form 357) to evacuate and care for family members if member is accompanied and serving in an overseas location covered by a Noncombatant Evacuation Operation (NEO) plan. **(T-1)**.

2.8.2.15. Complete, revise, or recertify the AF Form 357 upon arrival at a new unit, before reenlisting or extending enlistment, on notification of assignment, when personal status or family circumstances change, or during the annual recertification/briefing. **(T-1)**.

2.8.2.16. Complete the AF Form 357 before departure and hand carry it to the new commander if reassigned overseas. **(T-1)**.

2.8.2.17. In the case of a stepparent (military married to military) with step children residing in the household, annotate this on the AF Form 357. **(T-1)**.

2.9. Immediate Supervisors Will: .

2.9.1. Refer the member to the commander or first sergeant if the completion of an FCP is appropriate. **(T-2)**.

2.9.2. Be aware of the requirements in this instruction and inform their commander or first sergeant immediately but no later than 30 days (60 days for Selected Reserve), when the family situation changes. **(T-2)**.

2.9.3. Assist first sergeants during FCP establishment, periodic reviews, and annual validation of family care plans. **(T-2)**.

DANIEL R. SITTERLY
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 1342.19, *Family Care Plans*, 7 May 2010

AFPD 36-29, *Military Standards*, 29 October 2009

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 36-3209, *Retirement and Separation Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Form

AF Form 357, *Family Care Certification*

Adopted Forms

AF Form 857, *Recommendation for Change of Publication*

DD Form 93, *Record of Emergency Data*, and DD Form 1172, *Application for Uniformed Services Identification Card DEERS Enrollment*

DD Form 1172, *Application for Uniformed Services Identification Card DEERS Enrollment*

Abbreviations and Acronyms

A&FRC—Airman and Family Readiness Center

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

ANG—Air National Guard

ARC—Air Reserve Component

CEW—Civilian Expeditionary Workforce

CSS—Commander's Support Staff

DEERS—Defense Enrollment Eligibility Reporting System

DET/OL—Detachment/Operating Location

DOB—Date of Birth

DoD—Department of Defense

DoDI—Department of Defense Instruction

FSO—Financial Services Office

IAW—In Accordance With

IMA—Individual Mobilization Augmentee

IRR—Individual Ready Reserve

MPS—Military Personnel Section

NEO—Noncombatant Evacuation Operation

PCS—Permanent Change of Station

POC—Point of Contact

TDY—Temporary Duty

Terms

Caregiver/Designee—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, is capable of self-care, and capable of caring for children or other family members who are incapable of self-care. This individual must agree in writing to care for family members during the military member's absence to ensure the member is available for worldwide duties. **NOTE:** Temporary custodian/designee in the case of death or incapacity may be a military member.

Dual Military Couple—Active duty or Reserve component members 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 bears medical, legal, financial, and/or logistical responsibility.

Emergency Essential (E-E) Civilian Position—A civilian position that is located overseas or would be transferred overseas during a crisis situation. The position is required to ensure the success of combat operations or to support combat-essential systems subsequent to mobilization and/or an evacuation order. The position cannot be converted to a military position because it requires uninterrupted performance to provide immediate and continuing support for combat operations and/or support maintenance and repair of combat-essential systems.

Emergency Essential (E-E) Employee—An employee who occupies an E-E civilian position and who has signed a “DoD Civilian Employee Overseas Emergency-Essential Position Agreement.”

Family Care Plan—AF Form 357 outlines the person(s) who will provide care for the military member's family members in their absence due to military duty. The plan outlines the legal, medical, logistical (e.g., housing, food, transportation), educational, monetary, and religious arrangements for the care of the military member's family members. 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 designee/caregiver.

Family Care Planning—The advance process of planning for the care of family members. The planning is the initiative taken by the member to use all available military and private sector

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

Family Member—For the purpose of this instruction, any person with any of the following relationships with the military member: An unmarried child under 19 years of age; an unmarried child 19 years of age or older incapable of self-care; a parent or another person related by blood or marriage who depends on the member or members for over half of his or her support, is incapable of self-care, and resides in the household with member or members; a person living in the same overseas area as the member or members, who bears the relationship specified above, regardless of place of residence (no requirement to live in the same household).

Family Member Restricted Area—An area where the member is not authorized to take family members.

Household—A principal residence of the military member, usually located at or within the vicinity of the permanent duty station.

Local Vicinity—Located at or within the vicinity of the member's permanent duty station. This will be further defined by the member's immediate commander based on mission requirements; e.g., response time to recalls, response to deployment requirements, etc. For non-EAD reservists or Air National Guard personnel who do not reside at or near their permanent duty station, their immediate commander will define the local area in writing.

Married Service Member—A member who has custody of a child whose parent is not the current spouse of the Service member and otherwise bears sole or joint responsibility for the care of children under the age of 19 or others unable to care for themselves in the absence of the member or E-E employee.

Member—Includes any member of a military service on active duty or in the Ready Reserve. This includes members of the Coast Guard when it is operating as military service in the Navy. The term active duty member when used refers to Regular component members and Reserve component members on active duty in excess of 30 consecutive days.

Ready Reserve—Military members of the Air National Guard and Reserve organized in units, or as individuals, liable for recall to active duty to augment the active components in time of war or national emergency. The Ready Reserve consists of two major subdivisions the Selected Reserve and the Individual Ready Reserve (IRR). The Selected Reserve and IRR are liable for active duty as prescribed by law (Title 10, U.S.C., Sections 268, 672, and 673).

Separated—The status of a married member who is legally separated from his or her spouse under a court order or other legally recognized decree or agreement, or customarily resides apart from his or her spouse.

Single Parent—A member who has no spouse or who is separated or otherwise apart from his or her spouse, but has physical custody of or financial responsibility for family member(s).

Step-parent—A member married to another military member who is the parent or legal guardian of one or more family members who reside in the household of the military couple.

Unique Family Situation—Where a member has a civilian spouse or other adult family member who is not capable of providing care for family members or for themselves. Examples are a spouse with limited English language ability, illness, disability, handicap, or absence from local area, or marital separation.

Worldwide Available—Ready for the immediate performance of the full scope of military duties including, but not limited to, Permanent Change of Station (PCS), permanent change of assignment, unaccompanied tours, TDY to include short-notice or no-notice deployment, alerts, recalls, extended duty hours, shift work, and similar military obligations.

Attachment 2

FAMILY CARE PLAN CHECKLIST

Table A2.1. Family Care Plan Checklist

Item	Yes	No	N/A
1. Are qualified caregiver(s) designated and Family Care Plan established for:			
a. Short-term absences (for example, duty hours, recalls, training exercises, formal training) (para 2.8.2.12)			
b. Long-term absences (for example, deployments, dependent-restricted PCS) (para 2.8.2.2)			
2. Does the Family Care Plan contain provisions for:			
a. Financial well-being of family members (for example, power(s) of attorney, allotments, or other appropriate means to ensure the self-sufficiency and financial security of family members) (para 2.8.2.3)			
b. Movement of family members and/or caregiver(s) to include financial, medical, and legal support arrangements which may be required (para 2.8.2.3)			
c. Non-military escort for family members in overseas locations covered by a Noncombatant			

<p>Evacuation Operation (NEO) plan needing assistance such as infants, children, elderly, and disabled adults (para 2.8.2.14)</p>			
<p>d. School arrangements (para 2.8.2.6.1)</p>			
<p>e. Unique Situations (for example, language limitations) (para 2.2.8.3)</p>			
<p>f. Use of government services (for example, commissary, base exchange, etc.) (para 2.8.2.5) (see note 1)</p>			
<p>3. Does the Family Care Plan contain well-being arrangements for:</p>			
<p>a. Special needs (for example, attention disorder, speech impediments, medication, phobias) (para 2.2.8.3)</p>			
<p>b. Routine care provider (for example, names/location of medical/dental providers) (para 2.8.2.6.4)</p>			
<p>c. Arrangements to relocate, if necessary, the caregiver or family to a new location, financial, medical and legal support necessary to ensure continuity of care and support of family members during the movement in overseas locations covered by a Noncombatant Evacuation Operation (NEO) plan. (para</p>			

2.8.2.14)			
e. A valid will that designates guardians for permanent care of their family members (Optional; however, strongly encouraged) (para 2.8.2.13)			
f. Current power of attorney (para 2.8.2.9)			
g. Person who will assume temporary responsibility for minor child(ren) in the event of death or incapacity of the service member (para 2.8.2.13)			
4. Caregiver(s) briefed by member on:			
a. Responsibilities under the Family Care Plan; to care for one or more family members during the member's absence for indefinite periods to ensure the member is available for worldwide duties. (para 1.1)			
b. Logistical, financial, medical and legal arrangements (see note 2)			
c. Child care/behavioral changes (para 2.8.2.7) (see note 2)			
d. Consult with the SJA, MPS Customer Service Element, Financial Services Office (FSO), Chaplain, A&FRC, Child Care Center, and other offices to obtain guidance and support			

in developing family care plans.” (para 2.4.1) (see note 2)			
e. Chain of Command point of contacts (see note 2)			

NOTES:

1. Contact MPS Customer Service for assistance with an Agent Letter for Authorized Patrons.
2. Included as an attachment to the AF Form 357, as necessary.