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**Personnel**

**FAMILY CARE PLANS**



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(TSgt Johnny S. Britt)  
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This instruction establishes responsibilities and outlines procedures governing family care plans. This instruction applies to everyone in the Regular Air Force, Air National Guard (ANG), and US Air Force Reserve (USAFR) (includes Individual Mobilization Augmentee [IMA] and Individual Ready Reserve [IRR]). It carries out Air Force Policy Directive 36-29, *Military Standards*.

This instruction implements guidance provided in DoD Instruction 1342.19, *Family Care Plans*, and directs the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title 10, United States Code, Section 8013. A Privacy Act Statement is printed on the AF Form 357, **Family Care Certification**. System of Records Notice, F036 AF PC N, *Unit Assigned Personnel Information*, applies. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, volume 1, *Publications Management Program*. MAJCOMs, field operating agencies, direct reporting units, and wings will coordinate their supplements through HQ AFPC/DPWRC, 550 C Street West Suite 15, Randolph AFB TX 78150-4717. Maintain and dispose of all records created as a result of prescribed processes in this instruction IAW AFMAN 37-139, *Records Disposition Schedule* (will convert to AFI 33-322, volume 4).

The Paperwork Reduction Act of 1995 and AFI 33-360, volume 2, *Forms Management Program*, affect this instruction.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

## Chapter 1

### PROGRAM ELEMENTS

**1.1. Who Will Have A Family Care Plan.** All Air Force members with families will have family care arrangements that reasonably cover all situations, both short and long term. Only personnel addressed in paragraph **1.2.** are required to develop a written plan (AF Form 357) 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.

**1.2. Who Must Document Their Family Care Plan on the AF Form 357.** Single parents, dual military couples with family members (see **Attachment 1**), and members with civilian spouses who have unique family situations, as determined by the commander or first sergeant (see **Attachment 1** for examples of unique family situations), will complete an AF Form 357.

1.2.1. 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 Family Support Center (FSC) and social service organizations within legal constraints.

**1.3. When To Implement The Family Care Plan.** Air Force members will implement their family care plan when required to be absent from their family members. 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. Why Do Air Force Members Need Family Care Plans.** Air Force personnel are deploying at an all-time high to meet the challenges of supporting contingency operations. Contingency operations requiring temporary duty (TDY), along with overseas assignments to family-restricted areas and other duties requiring members to be separated from their family, require unique family arrangements. Each Air Force member is responsible for the care of family members during these circumstances. The Air Force assures itself of an available force to meet all of its needs by making certain that each member has made adequate arrangements for the care of his/her family members.

## Chapter 2

### FUNCTIONAL AREA RESPONSIBILITIES

#### 2.1. Installation Commander.

- 2.1.1. 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.
- 2.1.2. Appoints a Family Care Plan 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 Flight (MPF) and FSC to ensure all base resources are used to their maximum.
- 2.1.3. Ensures all units include family care plans in unit self-inspection programs and tests the use of plans during inspections and exercises.

#### 2.2. 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 Family Support/Family Readiness Center in developing their unit Family Care Program (see paragraph 2.4.).
- 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. Member should use attachment 2 for completion instructions of the AF Form 357.
- 2.2.3. Reviews and certifies the workability of the member's family care arrangement. Establishes procedures to maintain AF Form 357 for all unit personnel requiring written family care plans. For military married to military, within 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 semi-annually (annually for ANG), the commander or first sergeant maintaining the photocopy coordinates with the other commander to ensure uniformity and accuracy. Records 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.
- 2.2.4. Ensures the Financial Services Office (FSO) and/or the Staff Judge Advocate (SJA) office reviews the arrangements in cases where there is doubt.
- 2.2.5. 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 for those who are geographically separated from commander or first sergeant's location.

2.2.5.1. DET/OL will file the original in the DET/OL administrative office and send a copy to the commander for review and filing.

2.2.6. 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.

2.2.7. Ensures military members requiring a documented family care plan provide additional information on bond paper as an attachment to AF Form 357. This additional form should include the following types of information and is to assist the caregiver and dependents with the transition of care and to deal with the absence of the parent.

2.2.7.1. 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.

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

2.2.7.3. 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.

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

2.2.8. Reviews quarterly (annually for ANG and AFRC units) all AF Forms 357 on file in the unit using the listing produced from Personnel Concept III (PC-III) or a Table 7 Direct English Statement Information Retrieval (DESIRE) (non-PC III locations). Initiate procedures to ensure personnel who do not require completion of the AF Form 357, but appear on the listing, are removed from the listing. Ensures all members appearing on the listing who qualify for a family care plan, but who do not have an AF Form 357 on file, are instructed to complete one within required time frame.

2.2.9. Signs the list to certify the review is complete and maintains the list in the unit until superseded after completion of all required actions.

2.2.10. Annually briefs all members in the organization on family care responsibilities.

2.2.11. Annually briefs individually all those who require an AF Form 357 to determine the actual workability of their family care plan. Signs Section VI, Item 12 (continues on bond paper if additional space is needed), each time the plan is reviewed and certified. Has the member sign and date Section VII, Item 13, of AF Form 357 to document the briefing was done.

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.

- 2.2.13. Counsels members on family care responsibilities when they receive assignments overseas.
- 2.2.14. Has the member complete Item 6 and Item 10 of AF Form 357 before final out-processing from the unit if the assignment is not to a family member-restricted area.
- 2.2.15. Tells single parents and dual military couples assigned to a family member-restricted area to implement their family care arrangements.
- 2.2.16. Includes family care plans in unit self-inspection programs and tests the use of plans during inspections and exercises.

### **2.3. Military Personnel Flight (MPF).**

- 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.
- 2.3.2. Publicizes information on the Family Care Program.
- 2.3.3. Has procedures in MPF offices (to include Customer Service Element and Deployment Processing Function) to ensure that DD Form 93, **Record of Emergency Data**, and DD Form 1172, **Application for Uniformed Services Identification Card DEERS Enrollment**, are maintained to identify and refer to the commander anyone who becomes a single parent or part of a dual military couple with family members.
- 2.3.4. Provides Table 7 DESIRE listing of single parents and military couples with family members to non-PC-III units.
- 2.3.5. Works with non-PC-III units to ensure all personnel requiring a family care plan are identified on the DESIRE listing and personnel are removed as required.

### **2.4. Family Support/Family Readiness Centers.**

- 2.4.1. The Family Support/Family Readiness Centers serve as one of the commander's primary resources in making family care arrangements and developing family care plans. 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 both on- and off-base agencies, employment assistance, and relocation and transition assistance.

### **2.5. Air Reserve Components.**

- 2.5.1. Counsels all newly assigned members on family care responsibilities during in-processing.
- 2.5.2. Ensures members have family support resources within a reasonable proximity of the ANG and AFRC unit.
- 2.5.3. Informs IRR members of their responsibility to make family care arrangements during annual screenings and survey mailings.
- 2.5.4. Air Force Reserve commanders will designate, in writing, a full-time support personnel (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.

2.5.5. AFRC MPFs will perform annual staff assistance visits to all units. Follow-up visits will be performed within 90 days if discrepancies are noted.

**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) will:

2.6.1. Ensure officer and airman candidates are counseled on family care responsibilities before they obligate themselves to the Air Force.

2.6.2. Ensure applicants fully 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.

2.6.3. Members requiring a written family care plan must work with the appropriate recruiting organization for completion of the AF Form 357 prior to entry into the Air Force.

**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 and have their family members with them, must complete an AF Form 357 to be maintained in the CSS office of the training center having administrative responsibility for the student.

2.7.2. Ensure members complete a new AF Form 357 if current family care arrangements are insufficient.

**2.8. Members Who Must Develop A Family Care Plan.**

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

2.8.1.1. Birth or adoption of a child.

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

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

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

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

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

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

2.8.2.2. Designate a primary (long-term) caregiver (AF Form 357, Section II, Item 6) to care for family members during member's absence. The primary caregiver must be able to care for family

members for any length of time the Air Force may require member to be absent from family members.

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

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

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

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

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

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

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

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

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

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

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

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

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

2.8.2.12. Designate an individual (short-term caregiver) (AF Form 357, Section II, Item 5) to assume temporary care of family members if 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. Short-term caregiver must reside in the local vicinity. The commander/first sergeant determines local vicinity.

2.8.2.13. Designate a temporary custodian (AF Form 357, Section III, Item 8), in the event of 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.

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

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

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

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

**2.9. Supervisors.** While the commander and first sergeant bear ultimate responsibility for the readiness and availability of the force, immediate supervisors should identify subordinates with unique family situations (see attachment 1) that may require a family care plan. Where the supervisor determines completion of a family care plan is appropriate, he or she must refer the member to the commander or first sergeant. All Air Force supervisors must be aware of the requirements in this instruction and ensure all subordinates comply. Supervisors must ensure subordinates with family members accomplish all requirements in this instruction and inform their commander or first sergeant immediately but no later than 30 days (60 days for Selected Reserve), when their family situation changes.

**2.10. Base IMA Administrator.** Counsels all newly assigned IMAs on family care responsibilities during in-processing.

**2.11. Form Prescribed.** AF Form 357, **Family Care Certification.**

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DCS/Personnel

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

DoD Instruction 1342.19, *Family Care Plans*, 13 July 1992

System of Records Notice F036 AF PC N, *Unit Assigned Personnel Information*

Title 10, U.S.C., Section 8013, *Privacy Act of 1974*

AFPD 36-29, *Military Standards*

AFI 33-332, *Air Force Privacy Act Program*

AFI 33-360 Volume 2, *Forms Management Program*

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

AFI 36-3208, *Administrative Separation of Airmen*

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

AFM 37-139, *Records Disposition Schedule*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**CSS**—Commander's Support Staff

**DEERS**—Defense Enrollment Eligibility Reporting System

**DESIRE**—Direct English Statement Information Retrieval

**DET/OL**—Detachment/Operating Location

**DOB**—Date of Birth

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**EAD**—Extended Active Duty

**FSO**—Financial Services Office

**IAW**—In Accordance With

**IMA**—Individual Mobilization Augmentee

**IRR**—Individual Ready Reserve

**MPF**—Military Personnel Flight

**NEO**—Noncombatant Evacuation Operation

**PCS**—Permanent Change of Station

**POC**—Point of Contact

**TDY**—Temporary Duty

**USAFR**—United States Air Force Reserve

**USAFRS**—United States Air Force Recruiting Service

### *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 care of 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 can not 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. An area where an accompanied-by-family members tour is not authorized.

**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.

**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 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).

**Stepparent**—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, 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****AF FORM 357 COMPLETION INSTRUCTIONS****Section I, Item 3:**

- Complete this block only if all family members are 19 years of age or older and capable of self-care.

**Section I, Items A and B:**

- If single military member with family members, complete Item A and leave Item B blank.
- If military married to military, complete Item A and B. In the case of military married to military assigned to the same location, accomplish only one original AF Form 357 to include signatures by the designees. If assigned to different organizations, one organization may have a photocopy of the AF Form 357 on file. Annotate the photocopy 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 semi-annually, the commander or first sergeant maintaining the photocopy must coordinate with the other commander to ensure uniformity and accuracy.

**Section II, Item 5:**

- Fill in block asking for "the family members of" with military member's name(s).
- Include a duration for which the short-term caregiver has agreed to watch the family member(s).
- Check block indicating whether caregiver will have access to the BX and commissary (check with commander/first sergeant on details to ensure caregivers can use these facilities on member's behalf during absences).
- Type or print the short-term caregiver's name, address (must be in the local vicinity as determined by commander or first sergeant), home and work phone numbers, and have caregiver sign and date form.
- If long-term caregiver will act as short-term caregiver also, annotate "See Item 6" in Typed or Printed Name block.

**NOTE: If long-term caregiver is to act as short-term caregiver, he/she must reside in the local area.**

**Section II, Item 6:**

- Fill in block asking for "the family members of" with military member's name(s).
- Check block indicating whether caregiver will have access to the BX and commissary (check with commander/first sergeant on details to ensure caregivers can use these facilities on member's behalf during absences).
- Type or print the long-term caregiver's name, address (if long-term caregiver will also act as short-term caregiver, address must be in the local vicinity as determined by commander or first sergeant), home and work phone numbers (include area code if outside local area), and have caregiver sign and date form.

**Section II, Item 7:**

- Annotate 5 and/or 6 in first block to indicate if one or both of the caregivers are unavailable, this designee will assume their responsibilities.
- Fill in block asking for "the family members of" with military member's name(s).

- Check block indicating whether caregiver will have access to the BX and commissary (check with commander/first sergeant on details to ensure caregivers can use these facilities on member's behalf during absences).

- Type or print the alternate caregiver's name, address (if alternate caregiver will act as short-term caregiver, address must be in the local vicinity as determined by commander or first sergeant), home and work phone numbers (include area code if outside local area), and have caregiver sign and date form.

**Section III, Item 8:** (This item is mandatory for military married to military members with family members and single members with family members.)

- Type or print the temporary custodian's name, address (since this custodian must be available to take immediate custody of family members, address must be in the local vicinity as determined by the commander or first sergeant), home and work phone numbers, and have designee sign and date form.

**Section IV, Item 9:**

- If assigned overseas and accompanied by family members, this section is mandatory.

- Item A - Type or print name, address, home and work phone, and have primary designee sign and date form.

- Item B - Optional. Type or print name, address, home and work phone, and have alternate designee sign and date form

- Item C - Optional. Type or print name, address, home and work phone, and have alternate designee sign and date form.

- Item D - Optional. Type or print name, address, home and work phone, and have alternate designee sign and date form.

**Section IV, Item 10:**

- Fill in block asking for "the family members of" with military member's name.

- Type or print the post evacuation caregiver's name, address, home and work phone numbers, and have designee sign and date form.

**Section V, Item 11:**

- If military married to military and one member is a stepparent to the family members, this section should be completed.

**Section VI, Item 12:**

- Commander or first sergeant must certify plan information is accurate and workable. After certification, sign and date this section. Continue on bond paper if Items A through D are completed.

**Section VII, Item 13:**

- Member completing plan will recertify its accuracy and workability annually after briefing from commander/first sergeant, upon arrival at a new unit, before reenlisting or extending, on notification of assignment, or when personal status or family circumstances change. Sign and date this section if plan is still valid and place recertification reason in appropriate block. Continue on bond paper if Items A through F are completed.