

FAMILY CARE PLANS

Are You Mission Ready?

Who Needs Family Care Plan?

1. Single Parents or Geographically Single Parents;
2. Soldiers with joint legal or full legal custody who reside separately from the joint custodian;
3. Soldiers who are primarily responsible for any dependent family member including an adult family member who is incapable of self-care, **regardless of age**;
4. Dual military couples with dependents must have plan approved by both commands;
 - One plan for both military personnel is authorized.
 - The Commander whose soldier is most likely to deploy should retain the original plan and forward a copy to the other commander.
5. Pregnant Soldiers
 - Complete Counseling Form 5304 as soon as pregnancy identified no later than 90 days prior to child's expected birth.
 - Complete Family Care Plan showing intentions for family care not later than 60 days prior to child's expected birth.
 - Recertify the Family Care Plain along with any necessary guardianship forms no later than 45 days following child's birth.
6. While it is not required, **all** married Soldiers who have family members **are encouraged** to complete and maintain a Family care plan.

What If I Fail to Make or Update A Plan?

Your loved ones could be at risk, and you may be subject to administrative actions including:

1. Mandatory counseling concerning both voluntary and involuntary separation (AR 600-20)
2. Possible Involuntary Separation (AR 600-20)
3. Possible Bar to Reenlistment (AR 600-20)
4. Mandatory Bar to Reenlistment - Commanders **will initiate** a Bar to Reenlistment against soldiers who have been counseled per AR 600-20, chapter 5, and who do not have on file within 2 months after counseling, an approved family member care plan. (AR 601-280)

What forms do I need?

- DA Form 7667 (Preliminary Screening)
- DA Form 5304 (Counseling Checklist)
- DA Form 5305 (Family Care Plan)
- DA Form 5841 (Power of Attorney)
- DA Form 5840 (Acceptance)
- DD Form 1172 (DEERS enrollment)
- DD Form 2558 (Allotment)
- Letter of Instruction to the guardian/escort
- DA Form 7666 (Parental Consent)

Where Can I Go For Help?

Fort Lee Client Services Office

701 21st Street, Bldg. 8135
(804) 765-1500

Walk-Ins: Tuesday and Thursday 1:00 p.m. - 4:00 p.m.