

Department of the Air Force

Integrity - Service - Excellence

Family Care Plans



DAF
14 Feb 23
Version 1



USAF DACOWITS RFI 11: Family Care Plans

Program Overview

- ▶ Applicable to:
 - ▶ Regular military
 - ▶ Reserve component mil
 - ▶ Civilian Expeditionary Workforce (CEW)
- ▶ Families:
 - ▶ Single parents
 - ▶ Mil-to-mil families
 - ▶ Custodial parent not in household
 - ▶ Member has primary responsibility for dependents
- ▶ Plan:
 - ▶ ID caregiver
 - ▶ Short and long term plans
 - ▶ Financial & logistical arrangements

FAMILY CARE CERTIFICATION		
PRIVACY ACT STATEMENT		
<small>AUTHORITY: 10 U.S.C., Section 8013, Secretary of the Air Force; as implemented by Air Force Instruction 38-2008, Family Care Plans, and Executive Order 6997 (SSN), as amended. PURPOSE: Provides information to unit commanders/supervisors for required actions related to personnel administration and counseling, assignment, off duty activities, and deployment management. ROUTINE USES: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DoD "Blanket Routine Uses" apply. DISCLOSURE: VOLUNTARY. Failure to provide requested information may result in disciplinary action and/or administrative separation from the States Air Force. SORN(s): F036 AF PC C, Military Personnel Records System</small>		
SECTION I. MEMBER'S CERTIFICATION		
1. I have been counseled and fully understand Air Force policy on family care responsibilities. I have read AFI 38-2008, Family Care Plans, and understand that I must arrange for care of family members, remain available for deployment and training, and report for duty as required without interference of responsibility for family members. I assume responsibility for all obligations for such things as child care, food, adequate housing, transportation, and emergency needs of my family members regardless of age.		
I affirm that I have made and will maintain arrangements for the care of my family to permit me to be worldwide available during all of the following circumstances:		
2. A. Duty hours	D. Alerts	
B. Exercises	E. Temporary Duty	G. PCS or PCA
C. Unaccompanied Tours	F. Extended Duty Hours	H. Similar Military Obligations
3. I understand that I may be subject to a short notice deployment and that I will not be guaranteed special privileges because I have family members. I understand that if arrangements for the care of family members fail, I must still report for duty.		
4. I understand failure to make and maintain adequate family care arrangements may be grounds for disciplinary action and separation from Regular Air Force, Air Force Reserve or Air National Guard components.		
5. I understand I must complete, revise, or renotify my family care plan upon arrival at a new unit, before re-enlisting or extending enlistment, on notification of assignment, when personal status or family circumstances change, or during the annual recertification/briefing.		
6. I have made all necessary arrangements (legal, educational, monetary, religious, etc.) for a smooth, rapid turnover of family care responsibilities.		
7. I have arranged to complete travel that may be required to transfer my family members to the designated person. If my primary long-term family caregiver is not in the local area, I understand I must arrange with a nonmilitary person in the local area to assume temporary custody of my family members until responsibility is transferred to my primary long-term caregiver.		
8. I understand that while serving in an overseas area, I must arrange for escort and care of my family members if a Noncombatant Evacuation Operation (NEO) is implemented. I know I will be required to remain in place and perform my military duties.		
9. I understand I may be subject to action under the Uniform Code of Military Justice (UCMJ) and/or appropriate Reserve component discharge authorities if this statement is not accurate.		
TYPED OR PRINTED NAME, GRADE (Last, First, MI)	SIGNATURE	DATE
SECTION II. DESIGNATION OF CAREGIVERS		
11. I (We) have designated the following temporary custodian to care for my (our) family member(s) in the event of my (our) death or incapacity to assume temporary custody until a legal guardian is appointed by a court of competent jurisdiction. (Temporary custodian must reside in the local vicinity to ensure immediate control of family members can be assumed. This individual may be a military member.)		
TYPED OR PRINTED NAME (Last, First, MI)	COMPLETE ADDRESS	
TELEPHONE NUMBER (Include Area Code)	E-MAIL ADDRESS	
12. I (We) have designated the following individual(s) as a short-term caregiver to care for my (our) family member(s) during short-term absences (e.g., temporary duty for schooling or training, or, in the case of Air Force Reserve and Air National Guard members, active duty for training). (Short-term caregiver must reside in the local vicinity.)		
TYPED OR PRINTED NAME (Last, First, MI)	COMPLETE ADDRESS	
TELEPHONE NUMBER (Include Area Code)	E-MAIL ADDRESS	
13. I (We) have designated the following individual(s) as a long-term caregiver to care for my (our) family member(s) during long-term absences (e.g., operational deployment, mobilization and for Reserve component members, activation of Reserve component personnel for an operational mission or in a period of national emergency or mobilization).		
TYPED OR PRINTED NAME (Last, First, MI)	COMPLETE ADDRESS	
TELEPHONE NUMBER (Include Area Code)	E-MAIL ADDRESS	

COVID Impacts

- ▶ Non-standard work environment
- ▶ Unpredictable school/child care availability
- ▶ Responded to reports of members being required to implement FCP for COVID ops with guidance to max leave, pass and telework flexibilities

Program Updates

- ▶ DAFI 36-2908 currently in rewrite
- ▶ Incorporating feedback from DAF Women's Initiative Team
- ▶ Cognizant of issues experienced over last few years



References

- **DoDI 1342.19, Family Care Plans:**

- <https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/134219p.pdf?ver=2019-08-12-151117-403>

- **AFI 36-2908, Family Care Plans:**

- https://static.e-publishing.af.mil/production/1/af_a1/publication/dodi1342.19_afi36-2908/dodi1342.19_afi36-2908.pdf



Questions?



Back Up Slides



Elements of a DAF FCP

- **Applicable documentation identifying:**
 - Names and contact information of the caregiver and alternate caregiver (DoDI requirement)
 - Provisions for short-term absences and long-term absences
 - Financial arrangements, allotment(s), and other appropriate documentation
 - Logistical arrangements for the transportation of dependent family members and/or caregivers to a new location, including arrangements for a non-military escort for family members requiring assistance
 - 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
 - The name of the person the Member designates, in the event of his or her death or incapacity, to assume temporary responsibility for dependent family members until a natural or adoptive parent or legal guardian assumes custody
 - A statement signed by the Member certifying that the caregiver has accepted responsibility for care
- **Additional information meant to assist the caregiver and dependents with the transition of care and to deal with the absence of the parent include the following types of information:**
 - Full name, date of birth, 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 and phone number for all dependents
 - Indicate if any family members are part of Exceptional Family Member Program or have any special medical needs, language limitations, or other unique situations a caregiver should be aware of for all dependents for whom they will be responsible
 - Directions and street address 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



FCP revisions required when...

- **FCP revisions will be made when changes in family circumstances, or other personal status, result in the Member becoming responsible for the logistical, medical, or financial support of another person. Such family circumstances include, but are not limited to:**
 - **Birth of a child**
 - **Adoption of a child**
 - **Loss of a spouse through death, separation, or divorce**
 - **Enlistment or commissioning in the military (AC or RC) or employment in the CEW of a spouse that results in the Member and spouse becoming a dual-Member couple with responsibility for dependent family members**
 - **Absence of a spouse through career or job commitments or other personal reasons that result in the Member assuming responsibility for dependent family members**
 - **Assumption of sole care for an elderly or disabled family member**
 - **Complete, revise, or recertify the family care plan upon arrival at a new unit, notification of assignment, when personal status or family circumstances change, or during the annual recertification briefing**



Timeframe for FCP submission

- **All Service members on active duty and all CEW members shall submit the final family care plan through the chain of command within 60 days of the discussion with the Commander.**
- **RC members shall submit the final family care plan within 90 days of alert notification by the organizational function designated by the Military Department concerned**
- **All Service members on active duty and all CEW members shall notify their Commanders no later than 30 days after a change in family circumstances or personal status that generates the requirement for, or update of, a family care plan**
- **Ready Reservists shall notify the authority designated by Military Department regulations no later than 60 days after a change in circumstance or personal status that generates the requirement for, or update of, a family care plan**
- **Members shall annually provide written certification to their Commanders that the family care plan is current**