



## DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL  
440 MEYERKORD AVENUE  
NEWPORT, RI 02841-1519

NAPSINST 1740.4

N1

19 Sep 17

### NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1740.4A

From: Commanding Officer, Naval Academy Preparatory School

Subj: FAMILY CARE POLICY

Ref: (a) DODINST 1342.19  
(b) OPNAVINST 1740.4D

1. Purpose. To assist members in developing executable family care plans and establish procedural requirements per the references.
2. Cancellation. NAPSINST 1740.4
3. Applicability and Scope. This instruction applies to all Naval Academy Preparatory School (NAPS) military staff who are single service members or members of dual military couples who have custodial responsibility for family members or other dependents.
4. Policy. All military staff will comply with the policies, procedures and guidelines described in the references. Military staff members who require a Family Care Plan shall review the references in its entirety.
5. Requirements
  - a. It is the responsibility of the military staff member to ensure family members are cared for during deployment, mobilization, and temporary duty, as well as at all other times. The primary responsibility for initiating and developing a workable Family Care Plan rests with the individual service member. It is also the responsibility of the Service member to provide the designated caregiver with all information and documentation needed to execute the family care plan and provide for the Service member's minor children or adult family members / dependents. Formal documentation of a Family Care Plan is required under any of the following conditions:
    - (1) A Service member, with primary or shared physical custody of a minor child or children, who is not married to the other natural or adoptive parent of the minor child or children.
    - (2) A single parent with custody of children under 19 years of age.
    - (3) Dual military couple with custody of children under 19 years of age (both service members are required to develop a single Family Care Plan that both members sign).

(4) Family circumstances or other personal status changes in which the service member becomes solely responsible for the care (housing, medical, logistical, financial, food, clothing, or transportation) of another person. Other circumstances are addressed in the references.

b. The Family Care Plan shall designate one or more caregivers who will agree to provide for the service member's family/dependents. NAVPERS 1740/6 (Rev. 11-06), Family Care Plan Certificate and NAVPERS 1740/7 (Rev. 11-06), Family Care Plan Arrangements shall be used to document the Family Care Plan. By signing these forms the caregiver acknowledges and accepts responsibility for the care of the service member's family and the provisions contained in the Family Care Plan for short and long-term separations. The Family Care Certificate requires provisions for deployment regardless of current type duty assignment (shore duty, sea duty, Reserves, etc.)

c. Further information and specific requirements on Family Care Plan requirements and provisions are addressed in the references.

## 6. Action

a. Service members who meet the criteria for a Family Care Plan shall submit or update their previous Family Care Plan per the references.

(1) Submit a new or updated Family Care Plan to the commands designated representative 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

(d) Upon reporting to a new duty station.

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

b. Service members, whose family or personal status changes, shall notify the NAPS Family Care Coordinator as soon as possible, but not later than 30 days following the occurrence of change in status. This 30-day notification period does not change the requirement for establishing or updating the Family Care Plan within 60 days.

c. Information and assistance in developing Family Care Plans can be obtained from the command Family Care Plan Coordinator and Fleet and Family Support Center (FFSC). Additional information and a checklist are provided in the references to assist in developing and reviewing the adequacy of Family Care Plans.

d. Family Care Plan coordinator responsibilities. The Family Care Plan coordinator will be designated in writing.

(1) Manage the command's Family Care Plan Program, assist command Service members in the preparation of individual family care plans. Coordinate with the Fleet and Family Support Center (FFSC) to provide information and points of contact to the service member.

(2) Maintain military staff member's Family Care Plan package. All Family Care Plans shall meet the requirements outlined in the references.

e. Service members who fail to maintain an up-to-date plan can be subject to separation from the Navy or other disciplinary actions per the references.

7. Forms. Service members seeking Family Care Plan forms will contact the Family Care Plan coordinator.



E. R. HOWES