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DEPARTMENT OF THE NAVY
NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVE
NEWPORT, RI 02841-1519

NAPS NOTE 1740
NAPS
1 Jun 2026

NAVAL ACADEMY PREPARATORY SCHOOL NOTICE 1740

From: Commanding Officer, Naval Academy Preparatory School

Subj: COMMAND POLICY ON FAMILY/DEPENDENT CARE PLANS

Ref: (a) OPNAVINST 1740.4E
(b) MILPERSMAN 1910-124

1. Purpose. This memorandum establishes Naval Academy Preparatory School (NAPS) policy regarding the requirement for Family/Dependent Care Plans (FCPs) to ensure mission readiness and the welfare of dependents during periods of absence, or other operational commitments.

2. Applicability. This policy applies to all personnel assigned to NAPS who have dependents, including minor children or dependent adults, and whose absence due to military duties could impact their care.

3. Policy. All Sailors with qualifying dependents must maintain a current, complete, and validated Family/Dependent Care Plan in accordance with reference (a).

a. FCPs must identify a designated caregiver, provide legal and logistical arrangements for dependent care, and include contingency for short-notice deployments or extended absences.

b. FCPs must be reviewed and updated upon reporting to the command, annually, and within 60 days of any change in family status or caregiver availability.

c. Service members that are unable to maintain an FCP may result in administrative action per reference (b).

4. Responsibilities.

a. Service Members: Ensure timely submission and maintenance of FCPs and notify chain of command immediately of any changes.

b. Department Heads and Leading Chief Petty Officers: Monitor compliance, assist members in completing plans, and forward completed FCPs to the Admin Office.

c. Admin Office: Maintain official FCP records and track review dates.

5. Command Support. The command will provide resources, counseling, and assistance to help members develop effective and realistic FCPs. Members are encouraged to seek guidance from the Fleet Family Support Center.

7. Point of Contact. For questions or concerns regarding the Family/Dependent Care Plan Program, please contact the Admin Office, Command Senior/Master Chief or the Executive Officer.

A handwritten signature in black ink, appearing to read 'T. E. Clarity', with a stylized, cursive style.

T. E. CLARITY