

# Building Your Family Care Plan

## *Providing Care for Those Who Depend on You!*

### **What Should It Contain?**

Your Family Care Plan should contain all the written information that will be necessary in your absence. This includes, but is not limited to:

- **Forms**  
Required by MCO 1740.13B (Family Care Plans).
- **Name and Signature of Designated Caregiver**  
Discuss the responsibilities of caring for your family members with your designated caregiver. Ensure this person is mature, responsible, and not a single service member.
- **Financial Matters**  
Arrangements and forms for allotment to be used for support. Have specific bank account information for the allotment. Obtain access to commissary, MCX, and medical facilities.
- **Medical Information**  
Gather all pertinent medical and dental records. Include names and addresses of physicians, other health care providers, and a medical power of attorney for health care.
- **Daily Activities**  
Provide specific details on how your family "works". Include information on mealtimes, bedtimes, homework, special events, religious services, extracurricular activities, etc.
- **Temporary Responsibility for Children**  
Designate a person "in loco parentis" to assume temporary responsibility for family members in the event of death or incapacity, until a natural parent, adoptive parent, or legal guardian assumes custody by court order.

***Be as detailed as possible with your plan!***

### **Who Can Help You Prepare It?**

The following resources are available to provide further assistance and help in building your Family Care Plan:

- **Chain of Command**  
For specific guidance on MCO 1740.13B and referral information.
- **Family Readiness Officer (FRO)**  
For information and referral on various programs and services available in the Marine Corps, and the civilian community.
- **Legal Assistance Office**  
For power of attorney, notary public, a will, and other legal matters.
- **Personnel Administration Center**  
To acquire the proper forms.
- **Relocation Assistance Program (RAP) Office**  
For further assistance on how to prepare your plan.
- **Military OneSource**  
This resource is useful for families who are not located near military facilities. Contact by telephone at 1-800-342-9647 or through the web site at <http://www.militaryonesource.com>



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### **What is a Family Care Plan?**

A Family Care Plan is a document that provides guidance for people who will provide care for a Marine's family members in his or her absence.

### **When Should it be Submitted?**

- Active Duty (AD) Marines have *30 days* (from the date of change in family status) to notify their command of the need to create a Family Care Plan.
- Reserve Component (RC) Marines must notify their command within *60 days* after a change in family status.

### **When Should it be Updated?**

Keep your plan current! Review and update your plan annually, or whenever a major family change occurs. For example, you may need to revise your Family Care Plan because of:

- Divorce
- The death of a family member
- Relocation
- A child custody decision that involves long-term visitation
- Adoption
- Extended absence of a spouse
- Birth of a child

### **Who is Required to Have One?**

- Single Marine parents with custody of children under 19 years of age.
- Dual military couples with children under 19 years of age, in which case both service members are required to have a plan that both members sign.
- A Marine who is solely responsible for the care (housing, medical, logistical, financial, food, clothing, or transportation) of another person.
- Marines who are married with custody or joint custody of a child whose non-custodial biological or adoptive parent is not the current spouse of the Marine.

