

FAMILY CARE PLAN CHECKLIST**NHCCHASN 1740/002 (Rev OCT/2013)**

This checklist is designed to assist active duty service members in developing and updating their Family Care Plans. It should not be considered all inclusive and should be modified as circumstances dictate. Additional information and assistance is available from the Human Resources Department, the Family Service Center, Legal Assistance Office, Navy-Marine Corps Relief Society, Child Care Center, Naval Reserve activities, and civilian social services organizations.

- Qualified caregiver(s) is designated
- Family Care Plan is made for short-term absences (pre-deployment workups, training ex) and on file in the Human Resources Department
- Family Care Plan is made for long-term absences (deployment) and on file in the Human Resources Department

Family Care Plan (the NAVPERS 1740/6) contains provisions for⇒ *Financial well-being of family members*

- Allotments
- Bank accounts and access

⇒ *Logistical arrangements*

- Movement of family members and/or caregiver(s) to include financial, medical, and legal support arrangements that may be required
- Non-military escort for family members needing assistance (children, elderly, disabled)
- Care of home/quarters
- Family contacts
- Language translator (if needed)
- School arrangements
- Use of government services (commissary, exchange, etc.)

⇒ *Medical/Dental arrangements*

- Location of medical/dental/immunization records
- Special or unusual needs or therapy
- Medication requirements and prescriptions
- Names/location of medical/dental providers
- Desires/directions in the event of a medical emergency
- Access to military medical treatment (use of military hospitals and clinics, TRICARE, etc.)
- Private insurance (CHAMPUS supplement, Medicare, etc.)

⇒ *Legal arrangements*

- Name/location of attorney
- Will
- Power of attorney
- Person who will assume temporary responsibility for minor child(ren) in the event of death or incapacity of the service member (as recorded on page 2 of service record, remarks section)
- Use of personal property agreements
- Tax arrangements
- Family member military identification cards/ social security numbers
- Insurance policies

Caregiver(s) has been briefed by member on the following:

- Responsibilities under the Family Care Plan
- Logistical, financial, medical, and legal arrangements
- Child care/behavioral changes
- Location of important documents
- Locations, point of contact, and types of support available from Family Service Center, Navy-Marine Corps Relief Society, Child Development Centers, Navy Reserve Center, community and family support groups, and civilian social service organizations
- Information available through Family Service Center outreach program (if needed)
- Command points of contact

- NAVPERS 1740/6 is signed by the caregiver(s) and member, acknowledging responsibilities of the caregiver and the receipt of a thorough briefing as noted above. Completion of new NAVPERS 1740/6s are only required when there is a change in the caregiver(s) or the status under which the caregiver(s) is to provide care.
- Caregiver has provided necessary legal documents required for care of family members and access to facilities.
- Contingency plans and alternate caregiver(s) are identified.
- Escort and family care arrangements in the event of an evacuation (as required for overseas assignments).