

Building Your Family Care Plans

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 1740.13C (Family Care Plans).
- **Name of Designated and Alternate Caregiver**
Discuss the responsibilities of caring for your family members with your designated and alternate caregiver. Ensure this person is mature, responsible, and not 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 healthcare providers, and a medical power of attorney for healthcare.
- **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 “en 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 1740.13C and referral information.
- **Legal Assistance Office**
For power of attorney, notary public, a will, and other legal matters.
- **Personnel Administration Center**
To acquire the proper forms.
- **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.mil>
- **Family Readiness Officer (FRO)**
For information and referral on various programs and services available in the Marine Corps, and the civilian community.



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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 60 days (from the date of change in family status) to provide their command with a completed Family Care Plan.
- Reserve Component (RC) Marines must provide their command with a completed Family Care Plan within 90 days of their 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?

- Any Marine with a Dependent.

	FCP Required	FCP Not Required
Dual Service member couples with other dependent family members*	X	
Dual Service member couples with no other dependent family members		X
Marine with spouse and dependent family members	X	
Marine with spouse and no other dependent family members	X	
Single Marine with dependent family members	X	
Single Marine with no other dependent family members		X

*In accordance with definition of "dependent family member" per DODI 1342.19.

