

# Family Care Plan Fact Sheet

## Who Will Have A Family Care Plan

All Air Force members with families will have family care arrangements that reasonably cover all situations, both short and long term. Only personnel addressed in paragraph below are required to develop a written plan (AF Form 357) to be maintained by the commander or first sergeant. It will detail and provide a smooth, rapid transfer of responsibilities to designees during the absence of the member.

## Who Must Document Their Family Care Plan on the AF Form 357

- Single parents, dual military couples with family members, and members with civilian spouses who have unique family situations, as determined by the commander or first sergeant, will complete an AF Form 357.
- Single parents who have custody of a child and bear sole or joint responsibility for the care of children under the age of 19 or others unable to care for themselves in the absence of the member or emergency essential (E-E) employee
- Dual-military couples with dependents.
- Married Service members who have custody of a child whose parent is not the current spouse of the Service member and otherwise bear sole or joint responsibility for the care of children under the age of 19 or others unable to care for themselves in the absence of the member or E-E employee.
- Those fully responsible for dependent family members.

## When To Implement The Family Care Plan.

Air Force members will implement their family care plan when required to be absent from their family members. This includes single parents or military couples assigned to a family-member-restricted area and activation of noncombatant evacuation operations (NEO) or other emergency evacuation situations if assigned overseas with family members.

## Why Do Air Force Members Need Family Care Plans

Air Force personnel are deploying at an all-time high to meet the challenges of supporting contingency operations. Contingency operations requiring temporary duty (TDY), along with overseas assignments to family-restricted areas and other duties requiring members to be separated from their family, require unique family arrangements. Each Air Force member is responsible for the care of family members during these circumstances. The Air Force assures itself of an available force to meet all of its needs by making certain that each member has made adequate arrangements for the care of his/her family members.

## Members Who Must Develop A Family Care Plan

Will notify commander or first sergeant immediately, or within 30 days (60 days for Selected Reserve) if changes in personal status or family circumstances require completion of an AF Form 357.

### *These may include:*

- Birth or adoption of a child.
- Loss of a spouse through death, separation, or divorce.
- Enlistment or commissioning in the military (active duty or Reserve component) when the member and spouse become a dual military couple with family members.
- Assumption of sole care for an elderly or disabled family member.
- Absence of a spouse through career or job commitments or other personal reasons.

Will designate an individual or individuals to care for family members when member is absent fulfilling a military obligation.

Designate a primary (long-term) caregiver (AF Form 357, Section II, Item 6) to care for family members during member's absence. The primary caregiver must be able to care for family members for any length of time the Air Force may require member to be absent from family members.

Make arrangements for designee(s)/caregiver(s) to have access to adequate funds to support family members during member's absence and provide for logistical movement of the family or caregiver.

Ensure appropriate steps are taken so designee(s)/caregiver(s) can use the base exchange and commissary on member's behalf in caring for family members during periods of your absence. If the designee(s)/caregiver(s) reside closer to another installation and will be using those facilities, coordination with the commander of the distant installation may be required to ensure the designee(s)/caregiver(s) can use their facilities.

