



FAMILY CARE PLAN

INTRODUCTION

All Airmen with family members will have family care arrangements that reasonably cover all short and long-term situations. Each Airman has the responsibility to implement their family care plan when required to be absent from their family members. This ensures the Air Force has an available force to meet its needs.

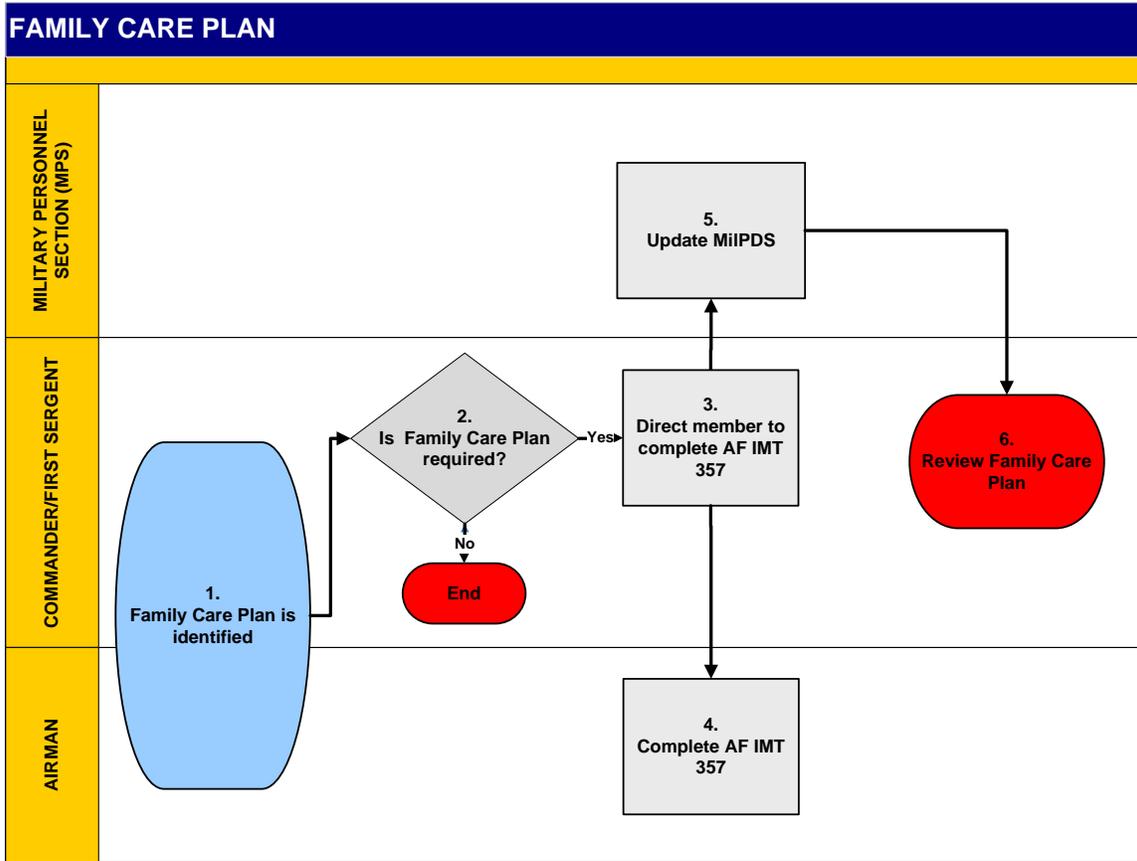
OPR: AFPC/DPSIMC (Special Programs)

REFERENCES: [AFI 36-2908](#), *Family Care Plan*, [AFI 36-3208](#), *Administrative Separation of Airmen*, or [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officers*, or for Air Reserve Component personnel, [AFI 36-3209](#), *Retirement and Separation Procedures for Air National Guard and Air Force Reserve Members* and [DoD Instruction 1342.19](#), *Family Care Plans*

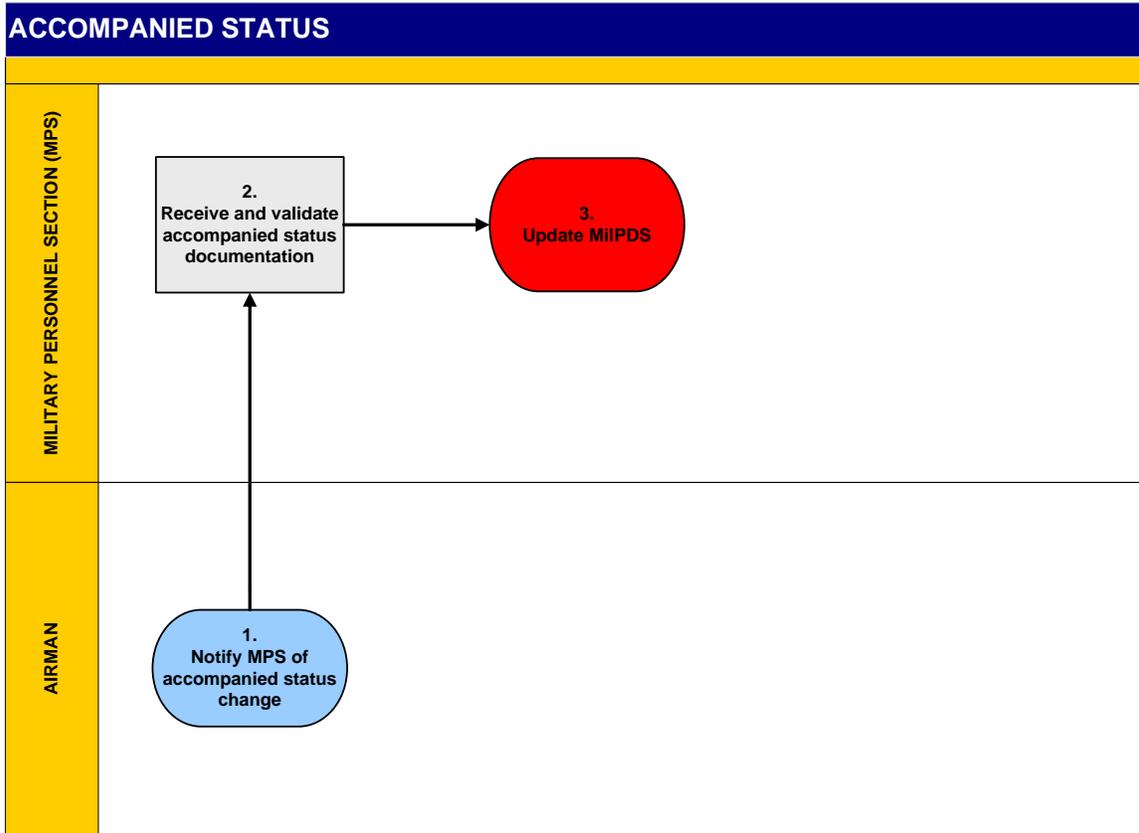
TARGET AUDIENCE: Regular Air Force (RegAF), Air National Guard (ANG), Air Force Reserve Command (AFRC)

GENERAL INFORMATION

1. Single parents, dual military couples with family members and Airmen with civilian spouses who have unique family situations are required to develop a written plan maintained by the commander or first sergeant. The plan will detail and provide a smooth, rapid transfer of responsibilities to designees during the absence of the Airman. **NOTE:** 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.
2. Civilian and contractor personnel in emergency essential positions are strongly encouraged to establish family care plans consistent with this instruction. Civilian and contractor personnel should familiarize themselves and their caregivers with information, support, and resources provided by the Airman and Family Readiness Center (A&FRC) and social service organizations within legal constraints.



FAMILY CARE PLAN		
STEP	ACTION OWNER	NARRATIVE
1	Commander/First Sergeant/Airmen	Identification. Identify whether the Airman requires a Family Care Plan. The Airman may self-identify the need or the commander or first sergeant may determine the need based on dual military or a single parent status. The commander may also identify a special circumstance where the adult dependent requires a Family Care Plan, i.e., spouse does not speak English.
2	Commander/First Sergeant/Airmen	Is a Family Care Plan required? If yes, GO TO STEP 3 . If no, the process ends.
3	Commander/First Sergeant	Complete AF IMT 357. Direct Airmen to complete an AF IMT 357 , Family Care Certification and obtain Powers of Attorney for the designated caregivers.
4	Airmen	Complete AF IMT 357. Complete the AF IMT 357 and obtain Powers of Attorney for each caregiver. Refer to Attachment 1 , AF IMT 357 Completion Instructions.
5	MPS	Update MilPDS. Update MilPDS. Refer to Attachment 2 , Update Procedures.
6	Commander/First Sergeant	Review. Review the Family Care Plan for accuracy and workability. NOTE: After initial review, the Family Care Plan must be reviewed as changes occur.



ACCOMPANIED STATUS		
STEP	ACTION OWNER	NARRATIVE
1	Airmen	Notification. Notify the MPS of any change in accompanied status. Provide valid documentation to support the change: <ul style="list-style-type: none"> • Birth or adoption of a child • Loss of a spouse through death, separation or divorce • Assumption of sole care for an elderly or disabled family member
2	MPS	Receive. Receive and validate the required documentation.
3	MPS	Update. Update accompanied status in MilPDS.

A. **RESPONSIBILITIES:**

1. **AIRMEN:**

a. 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 IMT 357](#), **Family Care Certification**. These may include:

- Birth or adoption of a child

- Loss of a spouse through death, separation, or divorce
 - Civilian spouse enlists or receives a commission in the military (active duty or Reserve component) resulting in the Airman and spouse becoming a dual military couple with family members
 - Assumption of sole care for an elderly or disabled family member
 - Absence of the civilian spouse through career or job commitments or other personal reasons
- b. Notify and provide valid documentation to the MPS Customer Service when changes in accompanied status occur.
- c. Designate an individual or individuals to care for family members when absent fulfilling a military obligation.
- Consult with the Staff Judge Advocate (SJA), MPS Customer Service Element, Financial Services Office (FSO), Chaplain, A&FRC, Child Development Center (CDC), and other offices to obtain guidance and support in developing family care plans.
 - Designate a primary (long-term) caregiver (AF IMT 357, Section II, Item 6) to care for family members during the Airman's absence. The primary caregiver must be able to care for a family member during the length of time the Air Force requires the Airman to be absent.
 - Arrange for designee(s)/caregiver(s) to have access to adequate funds to support family members during the Airman's absence and provide for logistical movement of the family or caregiver.
 - Consult with an attorney prior to designating a non-custodial parent as the short- or long-term designee/caregiver.
 - Ensure the designee(s)/caregiver(s) can use the Base Exchange and commissary on during the period of absence. If the designee(s)/caregiver(s) resides 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. Document the following information on bond paper and include as an attachment to the AF IMT 357:
 - Full name, date of birth, gender, school grade, name and address of the school, school phone number, after-school care facility or routine care provider (if not school age) point of contact and phone number for all dependents
 - Indicate if any family members are part of the Exceptional Family Member Program (EFMP)
 - Identify any special medical needs, language limitations or other unique situations (attention disorder, speech impediments, medications, phobias, etc.) the caregiver should be aware of for all family members in the caregiver's care.
 - Directions to residence, schools, churches, routine care provider, and other organizations the caregiver will need to become familiar. **NOTE:** This additional information will assist the caregiver and dependents with the transition of care

- Ensure the designee(s)/caregiver(s) is/are aware of behavioral changes that can be expected from family members during a long-term separation
- Ensure all applicable family members' schools or other normal care providing organizations are aware when the Airman is required to execute family care plan. This will ensure the designee can pick up family members.
- Execute a power of attorney for all designees/caregivers to allow for medical care, enrollment in school, and other actions, which may be necessary to ensure the proper care of family members (unless designee has these legal rights, i.e., ex-spouse). Consider a power of attorney to act in loco parentis, as it may be required in some states. Acceptability of a power of attorney differs for each state; consult with the base SJA office to ensure appropriate action is taken.
- Include a copy of each power of attorney with the AF IMT 357 for filing with the commander or first sergeant.
- Retain the original AF IMT 357 and provide it to the designee/caregiver upon assumption of custody of family members.
- Designate an individual (short-term caregiver) (AF IMT 357, Section II, Item 5) to assume temporary care of family members if the principal (long-term) caregiver is not immediately available, or if the commander/first sergeant determine a short-term caregiver is essential to ensure the workability of the plan. The short-term caregiver must reside in the local vicinity; the commander/first sergeant will determine the local vicinity.
- Designate a temporary custodian (AF IMT 357, Section III, Item 8), in the event of your death or incapacity, to assume temporary custody of children until a will can be executed or a court can appoint a legal guardian if a will was not completed. The temporary custodian must reside in the local vicinity to assume immediate control of family members. This temporary custodian may be a military member.
- Arrange for designated individuals (AF IMT 357, Section IV, Items 9 and 10) to evacuate and care for family members if accompanied and serving in an overseas location covered by a Noncombatant Evacuation Operation (NEO) plan.
- Complete, revise, or recertify (Section VII, Item 13) AF IMT 357 upon arrival at a new unit, before reenlisting or extending enlistment, upon notification of assignment, when personal status or family circumstances change, or during recertification.
- Complete the AF IMT 357 before departure and hand carry to new commander if reassigned overseas.
- In the case of a stepparent (military married to military) with stepchildren residing in the household, complete only sections I and V of AF IMT 357 and file.

2. **SUPERVISORS:**
 - a. Identify subordinates with unique family situations that may require a family care plan. **NOTE:** The commander and first sergeant bear ultimate responsibility for the readiness and availability of the force.
 - b. Refer the Airman to the commander or first sergeant if dependent care plan is deemed appropriate.
 - c. Be aware of the requirements and ensure all subordinates comply.
 - d. Ensure subordinates with family members accomplish all requirements and inform their commander or first sergeant immediately, but no later than 30 days (60 days for Selected Reserve), when their family situation changes.

3. **BASE INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) ADMINISTRATOR (BIMAA):**

Counsel all newly assigned IMAs on family care responsibilities during in-processing.

4. **MILITARY PERSONNEL SECTION (MPS) CUSTOMER SERVICE ELEMENT, PERSONNEL EMPLOYMENT AND DEPLOYMENT PROCESSING FUNCTION:**
 - a. Indoctrinate unit commanders, first sergeants, and Detachment/Operating Locations (DET/OL) chiefs on Family Care Program objectives, their responsibilities under this program, and the importance of proper counseling and certification.
 - b. Publicize information on the Family Care Program.
 - c. Ensure the DD Form 93, **Record of Emergency Data**; virtual Record of Emergency Data (vRED), and DD Form 1172, **Application for Uniformed Services Identification Card DEERS Enrollment** are completed to identify anyone who becomes a single parent or part of a dual military couple with family members and notify the Airman's commander.
 - d. Update changes to an Airman's accompanied status as reported by the Airman. Ensure the Airman's provides valid documentation.

5. **MILITARY PERSONNEL SECTION (MPS) PERSONNEL EMPLOYMENT:**

Update the Airman's accompanied status upon initial arrival at the current duty station based on the AF Form 899, **Request and Authorization for Permanent Change of Station – Military** (RegAF) and the AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour** (AFRC).

6. **UNIT COMMANDER or FIRST SERGEANT:**
 - a. Counsel all personnel with family members on family care responsibilities during in processing and on an as needed basis.
 - b. Work closely with the A&FRC in developing their unit Family Care Program.
 - c. Ensure those who need written family care certification receive a copy of this instruction with an [AF IMT 357](#), **Family Care Certification** to complete and return within 60 days of date notified of requirement (90 days for non-active

duty). Commanders or first sergeants may grant the Airman an additional 30 days to submit an acceptable family care plan. Further extensions are not authorized. Airmen should use [Attachment 1](#) for completion instructions of the AF IMT 357.

d. Review and certify the workability of the Airman's family care arrangement.

e. Establish procedures to maintain AF IMT 357 for all unit personnel requiring written family care plans.

- For dual military couples within the same organization, maintain one AF IMT 357 covering all family members.
- For dual military couples assigned to different organizations at the same location, coordinate with the other commander to ensure uniformity.
- At the discretion of the commander/first sergeant, one unit may maintain a photocopy of the original AF IMT 357. If a photocopy is maintained, annotate in the top margin of page 1 with "Original AF IMT 357 maintained in XXXXXX" with XXXXXX being the other parent's organization (i.e., 325 MSS). If maintaining the photocopy, coordinate with the other commander to ensure uniformity and accuracy semi-annually (annually for ANG).

Document this coordination by placing the initials of the commander or first sergeant and date in the top margin of the form. **NOTE:** May still require the Airman to submit and maintain an original AF IMT 357 in the case of dual military couples assigned to different organizations at the same location.

f. Ensure the FSO and/or SJA office review the arrangements in cases where there is doubt. Do not delegate the authority to counsel Airmen and certify the AF IMT 357. **EXCEPTION:** Delegate, in writing, to detachment and operating location (DET/OL) chiefs for those who are geographically separated from commander or first sergeant's location. DET/OL will file the original in the DET/OL administrative office and send a copy to the commander for review and filing.

g. Ensure the completed AF IMT 357 and copies of powers of attorney are maintained in the first sergeant or commander's office. Maintain the form until superseded, the Airman is reassigned, or the Airman is no longer required to have an AF IMT 357. Manage the completed form as "For Official Use Only" and release it only with commander or first sergeant's approval. Faxed copies may be maintained while awaiting return of the signed original. Establish procedures to ensure the original is received in a timely manner.

h. Ensure Airmen requiring a documented family care plan provide additional information on bond paper as an attachment to AF IMT 357, [see Airman's Responsibilities](#) for the types of information to include.

i. Review all AF IMT 357 on file in the unit using the available listing produced from the commander's Base Level Service Delivery Model (BLSDM) IT Tool. The review should be conducted quarterly, or annually for ANG and AFRC units. Initiate procedures to ensure personnel who do not require completion of the AF IMT 357, but appear on the listing, are removed from the listing. Ensure Airmen appearing on the listing who qualify for a family care plan, but who do not have an AF IMT 357 on file, are instructed to complete one within the required time frame.

- j. Sign the list to certify the review is complete and maintain the list in the unit until superseded after completion of all required actions.
 - k. Brief Airmen in the organization on family care responsibilities. Brief individually all those who require an AF IMT 357 to determine the actual workability of their family care plan. Sign Section VI, Item 12 (continue on bond paper if additional space is needed), each time the plan is reviewed and certified. Have the Airman sign and date Section VII, Item 13, of AF IMT 357 to document the briefing was done.
 - l. Take disciplinary or other action according to [AFI 36-3208](#), *Administrative Separation of Airmen*; [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officers*; or for Air Reserve Component personnel, [AFI 36-3209](#), *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, if an Airman fails to make adequate and acceptable family care arrangements.
 - m. Counsel Airmen on family care responsibilities when they receive assignments overseas.
 - n. Have Airmen complete Item 6 and Item 10 of AF IMT 357 before final out-processing from the unit if the assignment is not to a family member-restricted area.
 - o. Inform single parents and dual military couples assigned to a family member-restricted area to implement their family care arrangements.
 - p. Include family care plans in unit self-inspection programs and test the use of plans during inspections and exercises.
7. **AIRMAN & FAMILY READINESS CENTER (A&FRC):**
Serve as one of the commander's primary resources in making family care arrangements and developing family care plans. They provide an excellent source of assistance in matters of financial planning/financial assistance, life-skills development, personal and family readiness, information and referral to on and off-base agencies, employment assistance, and relocation and transition assistance.
8. **INSTALLATION COMMANDER:**
- a. Establish procedures for caregivers/designees to enter the base and use the Base Exchange and commissary on behalf of the military member when the family care plan is in effect.
 - b. Appoint a Family Care Plan Program Advisor to evaluate the effectiveness of unit Family Care Programs to ensure compliance with AFI 36-2908 and recommend possible improvement areas. The program advisor should work closely with the MPS and A&FRC to ensure all base resources are used to their maximum.
 - c. Ensure all units include family care plans in unit self-inspection programs and tests the use of plans during inspections and exercises.

9. **AIR RESERVE COMPONENTS:**

- a. Counsel newly assigned Airmen on family care responsibilities during in processing.
- b. Ensure Airmen have family support resources within a reasonable proximity of the ANG and AFRC unit.
- c. Inform Individual Ready Reserve (IRR) Airmen of their responsibility to make family care arrangements during screenings and survey mailings.
- d. Air Force Reserve commanders will designate, in writing, a full-time support personnel (Air Reserve technician or civilian employee) to monitor the Family Care Program during the commander's and first sergeant's absence between unit training assemblies.
- e. AFRC MPS performs annual staff assistance visits to all units. Follow-up visits will be performed within 90 days if discrepancies are noted.

10. **RECRUITING ORGANIZATIONS:**

Organizations responsible for recruiting personnel (i.e., United States Air Force Recruiting Service, Air Force Reserve Officer Training Corps, National Guard Bureau, and Headquarters Air Force Reserve) will:

- Ensure officer and airman candidates are counseled on family care responsibilities before they obligate themselves to the Air Force.
- Ensure applicants fully realize the unique demands of military service, the necessity for making and maintaining family care arrangements, and that failure to make such arrangements will subject the applicant to disciplinary action or involuntary separation.
- Airmen requiring a written family care plan must work with the appropriate recruiting organization for completion of the AF IMT 357 prior to entry into the Air Force.

11. **MILITARY TRAINING CENTERS:**

Military training centers (i.e., Officer Training School, Academy of Military Science, Basic Military Training School, and technical training wings) will:

- Counsel or brief Airmen on family care responsibilities. Students, who meet criteria in paragraph 1.2 and have their family members with them, must complete an AF IMT 357 to be maintained in the CSS office of the training center having administrative responsibility for the student.
- Ensure Airmen complete a new AF IMT 357 if current family care arrangements are insufficient.

ATTACHMENT 1
AF IMT 357 COMPLETION INSTRUCTIONS

Section I, Item 3:

- Complete this block only if all family members are 19 years of age or older and capable of self-care.

Section I, Items A and B:

- If single military member with family members, complete Item A and leave Item B blank.
- If military married to military, complete Item A and B. In the case of military married to military assigned to the same location, accomplish only one original AF IMT 357 to include signatures by the designees. If assigned to different organizations, one organization may have a photocopy of the AF IMT 357 on file. Annotate the photocopy in the top margin of page 1 with "Original AF IMT 357 maintained in XXXXXX" with XXXXXX being the other parent's organization (i.e., 325 MSS). At least semi-annually, the commander or first sergeant maintaining the photocopy must coordinate with the other commander to ensure uniformity and accuracy.

Section II, Item 5:

- Fill in block asking for "the family members of" with military Airman's name(s)
- Include a duration for which the short-term caregiver has agreed to watch the family member(s).
- Check block indicating whether caregiver will have access to the BX and commissary
- Type or print the short-term caregiver's name, address (must be in the local vicinity as determined by commander or first sergeant), home and work phone numbers, and have caregiver sign and date form.
- If long-term caregiver will act as short-term caregiver also, annotate "See Item 6" in Typed or Printed Name block. **NOTE: If long-term caregiver is to act as short-term caregiver, he/she must reside in the local area.**

Section II, Item 6:

- Fill in block asking for "the family members of" with military Airman's name(s).
- Check block indicating whether caregiver will have access to the BX and commissary (check with commander/first sergeant on details to ensure caregivers can use these facilities on Airman's behalf during absences).
- Type or print the long-term caregiver's name, address (if long-term caregiver will also act as short-term caregiver, address must be in the local vicinity as determined by commander or first sergeant), home and work phone numbers (include area code if outside local area), and have caregiver sign and date form.

Section II, Item 7:

- Annotate 5 and/or 6 in first block to indicate if one or both of the caregivers are unavailable, this designee will assume their responsibilities.
- Fill in block asking for "the family members of" with military Airman's name(s).

- Check block indicating whether caregiver will have access to the BX and commissary (check with commander/first sergeant on details to ensure caregivers can use these facilities on Airman's behalf during absences).
- Type or print the alternate caregiver's name, address (if alternate caregiver will act as short-term caregiver, address must be in the local vicinity as determined by commander or first sergeant), home and work phone numbers (include area code if outside local area), and have caregiver sign and date form.

Section III, Item 8: (This item is mandatory for military married to military members with family members and single members with family members.)

- Type or print the temporary custodian's name, address (since this custodian must be available to take immediate custody of family members, address must be in the local vicinity as determined by the commander or first sergeant), home and work phone numbers, and have designee sign and date form.

Section IV, Item 9:

- If assigned overseas and accompanied by family members, this section is mandatory.
- Item A - Type or print name, address, home and work phone, and have primary designee sign and date form.
- Item B - Optional. Type or print name, address, home and work phone, and have alternate designee sign and date form
- Item C - Optional. Type or print name, address, home and work phone, and have alternate designee sign and date form.
- Item D - Optional. Type or print name, address, home and work phone, and have alternate designee sign and date form.

Section IV, Item 10:

- Fill in block asking for "the family members of" with the Airman's name.
- Type or print the post evacuation caregiver's name, address, home and work phone numbers, and have designee sign and date form.

Section V, Item 11:

- Complete this section if military married to military and one is a stepparent to the family members.

Section VI, Item 12:

- Commander or first sergeant must certify plan information is accurate and workable. After certification, sign and date this section. Continue on bond paper if Items A through D are completed.

Section VII, Item 13:

- Airmen completing plan will recertify its accuracy and workability after a briefing from commander/first sergeant, upon arrival at a new unit, before reenlisting or extending, on notification of assignment, or when personal status or family circumstances change. Sign and date this section if plan is still valid and place recertification reason in appropriate block. Continue on bond paper if Items A through F are completed.

ATTACHMENT 2 MILPDS UPDATE PROCEDURES

FAMILY CARE PLAN

NAVIGATION: Regular Air Force, Air National Guard, and Air Force Reserve Command MPS: Select Customer Support, Customer Service, Personal Data, Additional Info. Click the Open button or double-click each selection. The UT People Folder will appear.

UPDATE PROCEDURES:

1. Press the F7 function key to enter the query mode. Type the Airman's SSN (000-00-0000) in the SSAN field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the F8 function key to execute the query. The UT People Folder will populate with the Airman's current information. Select additional information, the additional person information will be highlighted, select details, scroll down to Depn Care Resp Prgm.
2. Click in the Dependents or Accompanied Status field. Update all required fields by typing the information or clicking the List of Values (LOV) button and selecting the appropriate value from the list. Click the OK button. The Personal Information window will populate with the new information.
3. Save the update by clicking the Save button.
4. Close the window or application by clicking the "X" located in the top right corner of each window.

UPDATE/CHANGE ACCOMPANIED STATUS

NAVIGATION: Select Customer Support, Customer Service, Personal Data, and Customer Service. Click the Open button or double-click each selection. The Find Person window will appear.

UPDATE PROCEDURES:

1. Click in or tab to the Social Security field and type the Airman's SSAN (000-00-0000). Click the Find button. The Personal Information window will populate with the member's current information.
2. Click the "Others" button. The Navigation Options window appears.
3. Select Accompanied Status and click the OK button. The Accompanied Status window appears.
4. Scroll down and click in the Details field being updated. The Extra Person Information window appears.
5. Type the appropriate information in the Accompanied Status and Unaccompanied Reason fields or click the LOV button and select the appropriate value from the list. Click the OK button.