



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
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WASHINGTON DC 20350-3000

MCO 1740.13D  
MFZ  
14 JUN 2018

MARINE CORPS ORDER 1740.13D

From: Commandant of the Marine Corps  
To: Distribution List

Subj: FAMILY CARE PLANS

Ref: (a) DoD Instruction 1342.19 w/CH-1, "Family Care Plans", 30 Nov 2017  
(b) Uniform Code of Military Justice  
(c) MCO 5000.14D  
(d) MCO 5512.11E  
(e) 10 USC § 1044  
(f) 5 U.S.C. 552a  
(g) SECNAVINST 5211.5E  
(h) SECNAV M-5210.1  
(i) SECNAV Notice 5210  
(j) MCO 5210.11F  
(k) SECNAV M-5214.1

Encl: (1) Family Care Plan Dependent Categories  
(2) Validator's Reference Checklist  
(3) Service Member's Family Care Plan Checklist  
(4) Key Terms and Acronyms

Report Required: Family Care Plan (NAVMC 11800 (Rev. 01-13)) (Report Control Symbol Exempt), par. 4a (1)

1. Situation. To publish policy, assign responsibilities, and establish specific procedures per references (a) through (k). To assist Service Members to include the Reserve Component (RC), Department of Defense (DoD) Civilian Expeditionary Workforce (CEW) employees, and personnel in support of Marine Corps units in developing and maintaining complete and comprehensive Family Care Plans (FCPs) in accordance with specific requirements contained in reference (a). For military personnel, failure to produce an FCP in accordance with this Order may result in disciplinary action under Article 92 of reference (b).

2. Cancellation. MCO 1740.13C.

3. Mission. To provide policy for the requirement, preparation, and validation of specific instructions for the care of dependent family members when the Service Member and other primary caregiver are unavailable due to deployment or incapacitation.

4. Execution

a. Commander's Intent and Concept of Operations

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(1) Commander's Intent. All Service Members and CEW employees shall plan for contingencies in the care and support of dependent family members and shall develop and submit an FCP within the established timelines. The standard template for FCPs validated prior to 26 January 2018 was NAVMC 11800 (Rev. 01-13). This reporting requirement is exempt from reports control according to reference (j), Part IV, paragraph 7p. As Marines renew and update their FCPs, all FCPs will be stored exclusively in the Marine Corps Total Force System (MCTFS) and inputted, updated, or viewed via Marine Online (MOL). The FCP is used when the Service Member and other primary caregiver are unavailable to care for dependent family members due to deployment, abandonment, incapacitation, Temporary Additional Duty (TAD), or other reasons until a natural or adoptive parent or legal guardian assumes custody either by order from a court of competent jurisdiction, by operational law, or pursuant to a properly executed legal document indicating care for the dependent. The FCP is not intended to replace routine family care arrangements, such as those used during normal training or garrison duties.

(2) Concept of Operations

(a) The Marine Corps shall establish implementation policies, standardized guidance, and procedures for the development of FCPs applicable to the Total Force. While not all inclusive, enclosure (1) addresses examples of the most frequently occurring categories of dependents and the associated requirement to have a validated FCP.

(b) All Service Members with a dependent(s) shall have their FCP validated:

1. As part of the check-in process for their first permanent duty station.
2. Upon transfer to a new unit.
3. In conjunction with a loss or gain of dependent.
4. One year after last validated FCP.
5. In conjunction with a change in caregiver status.

(c) Dual military couples without dependents are not required to have an FCP.

(d) Service Members shall not be designated as a caregiver in any FCP.

(e) In cases involving dual military couples with dependents, both Service Members must have an FCP. FCPs must be filed in accordance with the service policies and regulations applicable to each Service Member.

(f) CEW employees shall have a validated FCP in accordance with reference (a).

(g) Contractors serving in officially designated contingency operations are encouraged to have an FCP.

(h) The FCP Report shall be the standard template for the Total Force.

(i) This Order does not impact entitlements and uncharged leave.

(j) The FCP is not:

1. Instructions for the caregivers. The Service Member bears the responsibility for providing specific guidance and instructions to all designated caregivers as well as obtaining required or appropriate legal documents. Such documents include, but are not limited to, financial powers of attorney, in loco parentis, or any other documents that may be required for the particular type of care that each dependent requires.

2. Legally binding. The FCP serves as a roadmap for the command to ensure the Service Member has considered all contingencies for the care of all dependents should the Service Member and other primary caregiver be unavailable due to deployment, abandonment, incapacitation, TAD, or other reasons until a natural or adoptive parent or legal guardian assumes custody either by order of a court of competent jurisdiction, by operational law, or pursuant to a properly executed legal document indicating care for the dependent.

3. Inspected by Installation Marine Corps Community Services staff. Execution of the FCP policy is a unit administrative function and shall be incorporated in the established unit inspection processes.

(3) End State. All Service Members required by reference (a) of this Order to establish and maintain an FCP will have a readily accessible, validated, and current FCP stored in MCTFS and accessed via MOL. A current FCP is defined as having a MCTFS validation date within the last 12 months.

b. Subordinate Element Missions

(1) Deputy Commandant, Manpower and Reserve Affairs (DC M&RA)

(a) Provide oversight for all issues pertaining to family readiness and implement policy pertaining to FCPs.

(b) Develop and implement policy to ensure that the Marine Corps is in compliance with reference (a) and this Order.

(c) Develop and implement guidance and training to educate and support commanders, FCP Coordinators, and FCP Validators on the requirement, preparation, and maintenance of the FCP.

(d) Assess the FCP standards to ensure the applicable requirements of quality assurance, inspections, managers' internal control program, and credentialing and certification are met.

(e) Review this Order annually to ensure that it is necessary, current, and consistent with statutory authority.

(2) Director, Marine and Family Programs

(a) Develop and implement standardized training for FCP Coordinators, FCP Validators, Marines, and their families.

(b) Coordinate with Director, Manpower Information (MI) Systems to develop and implement FCP Validator and FCP Coordinator training to ensure accuracy and compatibility with MOL requirements.

(c) Ensure relevant training is available for Marines and their families to explain the FCP requirements, as well as all considerations for effective planning in the face of all contingencies.

(3) Commanding Officers and Officers In Charge

(a) Ensure Service Members are fully informed on the purpose, importance, and legal limitations of an FCP.

(b) Ensure Service Members have properly recorded their dependent family members in MCTFS and Defense Enrollment Eligibility Reporting System (DEERS) per references (c) and (d).

(c) Ensure Service Members with dependents have a current and validated FCP in MOL.

1. A comprehensive FCP review session shall be conducted with each Service Member who requires an FCP for the first time.

2. Encourage Service Members whose family circumstances involve custodial agreements to consult with legal assistance attorneys per reference (e) to ensure they are fully advised of the impact of their custodial rights in the event of their short-term and long-term absence.

(d) Ensure FCP Validator permissions are granted to Service Members that meet the minimum grade requirement of E-6/O-2/W-1.

1. MOL FCP Validator Training is required within 45 days of being granted permissions and prior to managing FCPs or data pertaining to.

2. The FCP Validator's Report from MOL shall be utilized to track program requirements such as FCPs which require validation.

3. The Validator's Reference Checklist in enclosure (2) shall be utilized as the template to review the Service Member's FCP and validate that the plan is adequate and complete.

4. FCPs shall be validated within 30 days of submission and deadlines for re-submission shall be set for FCPs that have been identified and returned for corrective action.

5. Service Members are not authorized to validate his/her own FCP.

6. Civilian personnel are not authorized to receive MOL FCP Validator permissions.

(e) Ensure MOL FCP Coordinator permissions are granted to unit members that meet the minimum grade requirement of E-6/O-2/W-1 or civilian equivalent.

1. MOL FCP Coordinator Training is required within 45 days

of being granted permissions and prior to managing FCPs or data pertaining to.

2. The FCP Coordinator's Report from MOL shall be utilized to calculate compliance with this Order, as well as forecast future FCP requirements due to impending FCP expiration.

3. Service members meeting the appropriate rank minimum may be granted FCP Coordinator and Validator permissions simultaneously, at the discretion of the Commander.

(4) Installation Commanders. Establish and publish clearly-defined protocols to facilitate the process whereby designated caregivers are provided access to applicable base facilities and services in support of care for those dependents who meet the eligibility requirements to access them (e.g., Commissary, Exchange). A sample Agent's Letter for Authorized Patrons is available via reference (d).

(5) Individual Service Members

(a) Bear responsibility for developing a contingency plan in the care and support of dependent(s) through development of an adequate FCP.

(b) Properly identify and enroll dependent family members in DEERS, per reference (d).

(c) Provide designated short-term and long-term caregiver(s) with detailed instructions and necessary documentation consistent with their FCP.

1. Select a short-term caregiver who is willing and able to assume care of the designated dependent within 24 hours of activating the FCP, and for up to 14 days thereafter.

2. Select a long-term caregiver who is willing and able to assume care for the designated dependent within 14 days of activating FCP, and for as long as the Service Member and other primary caregiver are unavailable.

3. In such situations where the Service Member identifies a single caregiver who is willing and able to fulfill the role of short- and long-term caregiver, the Service Member shall input identical information in the fields for short- and long-term caregiver in the FCP.

4. Consult with legal assistance attorneys per reference (e) when family circumstances involve custodial agreements to ensure Service Member is fully advised of the impact of their custodial rights in the event of their short-term and long-term absence.

(d) Notify the command when a change in dependent status or circumstances within 30 days for Active Duty Service Members (AD) or 60 days for RC and provide a current FCP within 60 days (AD) or 90 days (RC) after a change in circumstances or personal status that generates the requirement for, or update of, an FCP.

(e) Certify FCPs are current and accurate in MOL annually.

(6) CEW Employees

(a) Bear responsibility for developing a plan for contingencies in the care and support of dependent(s) through development of an adequate FCP.

(b) Provide designated short-term and long-term caregiver(s) with detailed instructions and necessary documentation consistent with their FCP.

1. Select a short-term caregiver who is willing and able to assume care of the designated dependent within 24 hours of activating FCP, and for up to 14 days thereafter.

2. Select a long-term caregiver who is willing and able to assume care for the designated dependent within 14 days of activating FCP, and for as long as is required.

3. In such situations where the CEW employee identifies a single caregiver who is willing and able to fulfill the role of short- and long-term caregiver, the CEW employee shall input identical information in the fields for short- and long-term caregiver in the FCP.

(c) Notify the command within 30 days when a change in dependent status or circumstance generates the requirement for, or update of, an FCP.

(d) Properly identify and enroll dependent family members in DEERS, per reference (d).

(e) Upon completion of duties that categorizes CEW employees as expeditionary, rescind FCP.

5. Administration and Logistics

a. Submit all change recommendations regarding this Order via the appropriate chain of command to DC M&RA. Recommendations should be submitted in writing and should include supporting rationale.

b. For the purposes of this Order, a dependent family member shall be a person meeting eligibility requirements defined in reference (d).

c. A Commander may grant a Service Member additional time to submit an adequate FCP to accommodate those Service Members actively in the process of obtaining necessary court orders or other documentation, and have advised the command of their actions and progress.

d. Developers, owners, and users of all Marine Corps Information Systems have the responsibility to establish and implement adequate operation and information technology controls including records management requirements to ensure the proper maintenance and use of all records, regardless of formation or medium, to promote accessibility and authorized retention per the approved records schedule and reference (c).

e. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII

about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (f) and implemented per reference (g)).

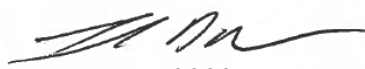
f. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA) approved dispositions per references (h) and (i) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to reference (j) for Marine Corps records management policy and procedures.

g. Marine Online. The current and in-process FCPs are available to the Service Member and CEW employee in the MOL FCP Module.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



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Deputy Commandant for  
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**FAMILY CARE PLAN DEPENDENT CATEGORIES**

	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
Service Member with spouse and dependent(s)	X	
Service Member with spouse and no other dependents	X	
Single Service Member with dependent(s)	X	
Single Service Member with no other dependent family members		X
Civilian Expeditionary Workforce Employees with dependent family members	X	
Civilian Expeditionary Workforce Employees with no other dependent family members		X
Civilian Expeditionary Workforce Employees with spouse and no dependent family members	X	
Contractors serving in officially designated contingency operations with dependent family members		X

\*In accordance with definition of "dependent family member" per MCO 5512.11D

Note: Contractors serving in officially designated contingency operations with dependents have the option to decline or choose to participate in family care planning.



**VALIDATOR'S REFERENCE CHECKLIST**

The following is a quick reference checklist of items to be considered when conducting initial FCP review session and when validating an FCP. This checklist is not required to be completed for every Service Member and is not all-inclusive. The checklist should be modified as the circumstances of each individual dictate. The checklist may not be used to collect and store sensitive or protected information. Planning for all possible contingencies is recommended.

REQUIRED	Yes	No	N/A
Short-term caregiver designated and notified			
Long-term caregiver designated and notified			
Non-custodial biological or adoptive parent identified and attempt made to notify			

RECOMMENDED

Temporary custody agreement(s)			
Power(s) of Attorney, will, in loco parentis, guardian ad litem, or other applicable documents			
Allotments or financial security for dependents			
Movement/transportation/escort arrangements			
Use of personal property arrangements			
Medical care/support			
Language translator			
Child care/behavioral changes/family advocacy			
Unit, Personal and Family Readiness Program access			
Points of Contact			

**SERVICE MEMBER'S FAMILY CARE PLAN CHECKLIST**

The following checklist is designed to assist Service Members in developing and updating Family Care Plans (FCPs). The checklist should not be considered all-inclusive and should be modified as the circumstances of each individual dictate. Additional information and assistance are available from the command FCP Coordinator, FCP Validators, legal assistance offices, Child and Youth Programs (CYP), civilian social services organizations, and military support organizations such as the Navy-Marine Corps Relief Society and Military OneSource.

The FCP is not intended to replace routine family care arrangements, such as those used during normal training or garrison duties. Instead, the FCP will be executed during times when the Service Member and other primary caregiver are unavailable due to deployment, TAD, or incapacitation. The type of care the caregiver(s) will provide should be commensurate with the care you would provide, if you were available. For some dependents, this care is strictly financial in nature. For other dependents, this care involves educational needs, medical needs, transportation, and more. Consider the type of care each dependent requires when identifying caregiver(s) and their ability to fulfill those duties.

1. Qualified caregiver designated and notified for each dependent:
  - Short-term basis (An individual who is willing and able to assume care of the designated dependent within 24 hours of activating FCP, and for up to 14 days thereafter.)
  - Long-term basis (An individual who is willing and able to assume care for the designated dependent within 14 days of activating FCP, and for as long as is required.)
  
2. Ensure provisions for:
  - Financial well-being of family members.
    - Allotments.
    - Bank accounts and access.
  
  - Logistical arrangements.
    - Movement of family members/caregivers(s) to include financial, medical, and legal support arrangements which may be required. For OCONUS travel, caregiver(s) must have valid passports.
    - Non-military escort for family members/dependents needing assistance (children, elderly, disabled).
    - Care of home/quarters.
    - Family contacts.
    - Language translator (if required).
    - School arrangements.
    - Verification that new school(s) will accept minor children for enrollment.
    - Additional documents needed to enroll minor children in school, (e.g., court orders, power(s) of attorney, and local forms).
    - 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 (CHAMPUS), etc.).
  - Private insurance (TRICARE Supplement, MEDICARE/MEDICAID, etc.).
  - Power of attorney for caregiver to allow the provision of medical treatment.
- Legal arrangements.
    - Name/location of attorney.
    - Location of up-to-date will.
    - Power(s) of attorney.
    - Location of FCP Report, as printed from MOL.
    - Tax arrangements.
    - Family member military identifications/social security numbers.
    - Insurance policies (life, medical, property, fire, etc.).
    - Court documents for care and custody of minor children and adult dependents.
    - Legal review of existing court orders for custody and visitation for minor children.
    - Legal review of plans to relocate minor children and/or adult family members/dependents without the written consent of both natural or adoptive parents.
3. Caregiver(s) briefed by Service Member on:
- Responsibility under the Family Care Plan.
  - Logistical, financial, medical, and legal arrangements.
  - Possible challenges to custody, visitation, and support of minor children and adult family members/dependents.
  - Location of important documents including powers of attorney, separation agreements, court orders, divorce decrees addressing child custody and support issues.
  - Locations, points of contact, and types of support available from:
    - o Marine and Family Programs.
    - o Non-Profit Organizations (e.g. Navy-Marine Corps Relief Society).
    - o Child and Youth Programs (CYP).
    - o Community and family support groups.
    - o Civilian social service organizations.
    - o Online Resources (e.g. Military OneSource and Military HOMEFRONT).
  - Parental expectations.
  - Unit points of contact.

**KEY TERMS AND ACRONYMS**

**Caregiver** - An individual who is not a Service Member and is capable of self-care and care of dependent family members. Caregiver agrees to perform the duties of caregiver when the Service Member and other primary caregiver are unable to do so due to deployment or incapacitation.

**Short-term Caregiver** - caregiver who is willing and able to assume care of the designated dependent within 24 hours of activating FCP, and for up to 14 days thereafter.

**Long-term Caregiver** - caregiver who is willing and able to assume care for the designated dependent within 14 days of activating FCP, and for as long as is required.

**Civilian Expeditionary Workforce (CEW) employees** - Civilian personnel who are a subset of the DoD civilian workforce and who are pre-identified to be organized, trained, and equipped in a manner that facilitates the use of their capabilities for operational requirements. These operations are typically away from the normal work locations of DoD civilians, or in situations where other civilians may be evacuated to assist military forces when the use of DoD civilians is appropriate.

**Dependent** - Any individual that is currently identified as a Service Member's dependent in the Defense Enrollment Eligibility Reporting System (DEERS), or any individual that is required to be identified as such in DEERS.

**Family care arrangements** - Those plans and routines which are implemented by the Service Member and other primary caregiver during normal military life, to include normal or extended work hours, training for deployment, TAD, weekend duty, etc. Such arrangements include school, childcare, financial accommodations/allotments, dependent travel arrangements, etc. Normal family care arrangements are not to be confused with the MOL Family Care Plan, which is only intended to be implemented in emergencies.

**Family Care Plan (FCP)** - A record of dependent caregiver(s) information for Service Member dependent(s). This record is stored, validated, and referenced via MOL. The FCP is used to notify caregivers that their care is needed due to the unavailability of the Service Member and other primary caregiver as a result of deployment or incapacitation.

**Family Care Plan Validator** - There is at least one Service Member per unit that is granted Validator permissions in MOL. If the Service Member with FCP Validator permissions requires his/her own FCP to be validated, a second Service Member must be given FCP Validator permission in MOL. These are Service Members in the grade of E-6/O-2/W-1 or above. They are required to complete Validator's Training within 45 days of being granted Validator permissions in MOL and before conducting any FCP validations. They utilize the Validator's Report from MOL to track program requirements such as FCPs which require validation. As subject matter experts (SMEs) on FCPs, they will conduct counseling sessions during the FCP preparation phase, review submitted FCPs and subsequently approve FCP or return to Service Member for further inputs.

**Family Care Plan Coordinator** - There is at least one Service Member or civilian at each unit with the minimum grade requirement of E-6/O-2/W-1 (or

civilian equivalent) who are granted FCP Coordinator permissions in MOL. Personnel granted FCP Coordinator permissions are required to complete Coordinator's Training within 45 days. The FCP Coordinator uses the MOL reporting capabilities to calculate compliance with this Order, as well as forecast future FCP requirements for the unit.