

FAMILY CARE PLAN COUNSELING AND COMPLETION

Commanders of AGR and RC soldiers, regardless of the soldier's grade, will conduct or arrange for Family Care Plan counseling and require a Family Care Plan be completed when any of the following apply:

- A pregnant soldier who has no spouse, is divorced, widowed, or separated; or is residing without her spouse.
- A pregnant soldier who is married to another service member of an Active or Reserve component of any service.
- A soldier who has no spouse, is divorced, widowed, or separated or is residing apart from his or her spouse; who has joint or full legal and physical custody of one or more family members under age 19 or who has adult family members incapable of self-care regardless of age.
- A divorced soldier (not remarried) who has liberal or extended visitation rights by court decree which allows family members to be solely in the soldier's care in excess of 30 consecutive days.
- A soldier whose spouse is incapable of self-care or otherwise physically, mentally, or emotionally disabled so as to require special care or assistance.
- A soldier categorized as half of a dual-military couple of the AA or RC of any service who has joint or full legal custody of one or more family members under age 19 or who has adult family member(s) incapable of self-care regardless of age.

The forms needed to complete the FCP are:

Family Care Plan Counseling Checklist: DA Form 5304-R

Family Care Plan: DA Form 5305-R

Certificate of Acceptance as a Guardian or Escort: DA Form 5840-R

Power of Attorney: DA Form 5841-R or equivalent legal document (remains unsigned until deployment/mobilization)

After it has been determined that a soldier falls into one of the categories above, the Commander (or designated representative) utilizes the DA Form 5304-R,

Family Care Plan Counseling Checklist to counsel the soldier on what is needed to complete a Family Care Plan.

Using the DA Form 5305-R, Family Care Plan, soldiers make all the arrangements (legal, educational, financial, religious, etc) to meet the requirements of a Family Care Plan.

Under normal circumstances, RC soldiers are allowed 60 days from the date of counseling to complete, submit and obtain approval of the DA Form 5305-R with required documents. Upon call to active duty, soldiers must have the Family Care Plan in place prior to the date of activation and must be available for review during the final Soldier Readiness Processing.

A Family Care Plan Flowchart is attached for easy reference.



