

**Summary Report for Individual Task
031-502-4001
Manage Family Care Plan
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: As a unit leader, given supporting documents such as: DA 5305, DA 5840R, DA 5841R, DD1172, DD2558, DA 5304, and given AR 600-20 a requirement to conduct an annual recertification for:

- Anniversary of birth month.
- A FCP change.
- A mobilization.
- A deployment or pre-deployment. Standard MOPP conditions do not exist for this task. See the MOPP statement for specific conditions.

Standard: Manage family care plan by including all of the following: -Identifying 100% of Soldiers who need FCPs.

- Ensuring 100% of all the documents are complete and accurate.
- Briefing FCPs to unit leadership.
- Making changes and informing Soldiers.
- Coordinating family/commander counseling's.
- Ensure FCPs are approved within time limits established in AR 600-20.
- Returning approved copy to respective Soldier.

Special Condition: None

Special Standards: None

Special Equipment:

Safety Level: Low

MOPP: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Identify 100% of Soldiers who need family care plans IAW Army Regulation 600-20.
 - a. Single parents.
 - b. Dual military parents.
 - c. Soldier's spouse that render him/her incapable of caring for the children.
 - d. Adult family member incapable of self-care regardless of age.
 - e. Pregnant Soldier not residing with a spouse or with a spouse service member.
 - f. Additional cases as listed IAW Army Regulation 600-20.
2. Ensure 100% of all the documentation required for FCPs are complete and accurate, including:
 - a. DA 5305 – Family Care Plan.
 - b. DA 5840R – Certificate of Acceptance as Guardian or Escort (notarized).
 - c. DA 5841R – Power of Attorney for Temporary Guardianship (short term); Permanent Guardianship (long term) and Escort. Documents notarized - JAG/Soldier.
 - d. DD 1172 – ID Card Application.
 - e. DD 2558 (AD) Authorization to Start, Stop, or Change Allotment.
 - f. Letter of Instruction to Guardian/Escort.
 - g. DA 5304 FCP Counseling Checklist, signed and returned to Soldier.
 - h. Picture(s) of child(ren)- optional (for safety).
 - i. If child(ren) enrolled in Army Childcare Delivery System, a copy of the FCP is required to be on file at Child and Youth Services Division.
3. Brief FCPs to the unit FCPs.
4. Make FCP changes, as needed, and inform the Soldier. Schedule an appointment with Commander, or authorized representative, for FCP counseling with respective Soldier.
5. Coordinate family/commander counseling with the respective Soldier.
6. Ensure that FCPs are approved within the time limits.
 - a. Active Duty has 30 to 60 days after counseling.
 - b. Reserve Component/Active Reserve National Guard has 60 to 90 days after counseling.
7. Return approved copy to each respective Soldier.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: Brief Soldier: Give Soldier one of the cues and a family care plan. Tell the Soldier to review the family care plan for completeness and accuracy.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified 100% of Soldiers who need family care plans.			
a. Identified single parents.			
b. Identified dual military parents.			
c. Identified Soldier's spouse that render him/her incapable of caring for the child(ren).			
d. Identified adult family members incapable of self-care regardless of age.			
e. Identified pregnant Soldiers not residing with a spouse or with a spouses service member.			
f. Identified additional cases as listed IAW Army Regulation 600-20.			
2. Ensured 100% of all documents required for FCP are complete and accurate including.			
a. DA 5305 – Family Care Plan.			
b. DA 5840R – Certificate of Acceptance as Guardian or Escort.			
c. DA 5841R – Power of Attorney for Temporary or Permanent Guardianship or Escort.			
d. DD 1172 – ID Card Application.			
e. DD 2558 (AD) Authorization to Start, Stop, or Change Allotment.			
f. Letter of Instruction to Guardian/Escort.			
g. DA 5304 FCP - Counseling Checklist, signed and returned to Soldier.			
h. Picture(s) of child(ren)-optional (for safety).			
i. If child(ren) enrolled in Army Childcare Delivery System, a copy of the FCP is required to be on file at Child and Youth services.			
3. Briefed FCPs to unit leadership to review plans.			
4. Made changes as necessary to FCP and inform Soldier.			
5. Scheduled an appointment with commander for FCP counselings with respective Soldiers.			
6. Ensured that FCPs were approved within the time limits.			
a. Active Duty within 30 to 60 days after counseling.			
b. Reserve Component/Active Reserve National Guard within 60 to 90 days after counseling.			
7. Returned approved copy to each respective Soldier.			

Supporting Reference(s): None

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 Environmental-Related Risk Assessment.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination. In a training environment, leaders must perform a risk assessment IAW FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 Composite Risk Management Worksheet during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available, and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
40-5-7004	Conduct a Space Team Deployment	40 - Space and Missile Defense (Collective)	Approved