



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
WARRIOR TRANSITION UNIT  
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY  
WEST POINT, NEW YORK 10996-1197

MCUD-WTU

14 May 2010

MEMORANDUM FOR Personnel Assigned/Attached to Warrior Transition Unit, West Point, New York  
10996

SUBJECT: Policy Memorandum #10, Family Care Policy

1. **References:**
  - AR 600-20, Army Command Policy
  - AR 601-280, Army Retention Program
  - AR 600-8-24, Officer Transfer and Discharges
  - AR 635-200, Active Duty Enlisted Administrative Separations
  - DA Pam 600-8, Officer Transfer and Discharges
2. **Purpose:** To ensure dependent family members are properly and adequately cared for while soldiers meet their career obligations.
3. **Applicability:** This policy letter applies to the following personnel:
  - a. Any pregnant soldier who –
    - (1) Has no spouse, is divorced, widowed, or separated, or is residing without her spouse.
    - (2) Is married to another service member of the active or reserve component of any service (Army, Navy, Air Force, Marines, or Coast Guard).
  - b. Any 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 dependent family members under the age of 19 or who has adult dependent family member(s) incapable of self-care, regardless of age.
  - c. Any soldier who is divorced (not remarried) and who has liberal or extended visitation rights by court decree which would allow dependent family members to be solely in the soldier's care in excess of 30 consecutive days.
  - d. Any soldier whose spouse is incapable of self-care or is otherwise physically, mentally, or emotionally disabled so as to require special care or assistance.
  - e. Any soldier categorized as half of a dual-military couple of the active or reserve component of any service who has joint or full legal custody of one or more dependent family members under the age of 19 or who has adult dependent family member(s) incapable of self-care regardless of age.
4. **Responsibilities:**
  - a. Commander: I will ensure that all soldiers who fall under any of the above categories make arrangements for the care of their dependents by ensuring that these personnel have a completed Family Care Plan packet on file. I will counsel:

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(1) Pregnant soldiers IAW AR 635-100 for officers and AR 635-200 for enlisted soldiers, no later than 90 days prior to the projected delivery date of the child.

(2) Dual military couples, single soldiers, and officers who meet the criteria stated above.

(3) Enlisted soldiers will be further counseled regarding:

(a) AR 635-200 Chapter 5 for involuntary and voluntary separations.

(b) AR 601-280 paragraph 6-4c and 6-4d for bar to reenlistment for failure to manage family affairs.

(4) Officers will be further counseled regarding:

(a) AR 635-100 Chapter 3 and Chapter 5.

(b) AR 635-120 Chapter 4.

b. Individual Soldier: Soldiers will provide a family care plan within 30 days of their initial counseling or arrival to the unit. All soldiers will arrange for the care of their families in order to:

(1) Be available for duty when or where the needs of the Army dictate.

(2) Be able to perform duties without interference.

(3) Remain eligible for worldwide deployment and/or assignment.

(4) Provide quality care for dependent family members.

5. All family care plan packets will contain the following information:

a. Coversheet with name and rank of soldier, name and birth dates of dependents, initial counseling date, and checklist of required documents.

b. DA Form 5304-R Family Care Plan Counseling Checklist.

c. DA Form 5305-R Family Care Plan.

d. DA Form 5840-R Certificate of Acceptance as Guardian or Escort (one for long term provider and one for short-term provider.)

e. DA Form 5841-R Power of Attorney (one for long term provider and one for short-term provider.)

f. DD Form 1172 Application for Uniformed Services ID card / DEERS enrollment.

g. DD Form 2258 with statement of understanding (if allotments will be started for financial support).

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h. Letter of instruction, which outlines transportation and financial arrangements for dependents. Must include provisions for alerts, field exercises, TDY, and short/long term deployments.

6. Recertification of family care plans will be completed during the birth month of the soldier, or after any change of circumstances requiring a change in the family care arrangements.

7. As Company Commander, I can recommend approval/disapproval of the Family Care Plan. Recommendation for disapproval must be forwarded to the officer with Special Courts Martial Authority, who will either approve the family care plan or disapprove it and forward it to the officer with General Courts Martial Authority for approval/disapproval. Disapproval of a Family Care Plan must be IAW AR 635-200.

8. Point of contact this memorandum is the undersigned at (845) 938-0264



SCOTT M. SMILEY  
CPT, IN  
Commanding

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