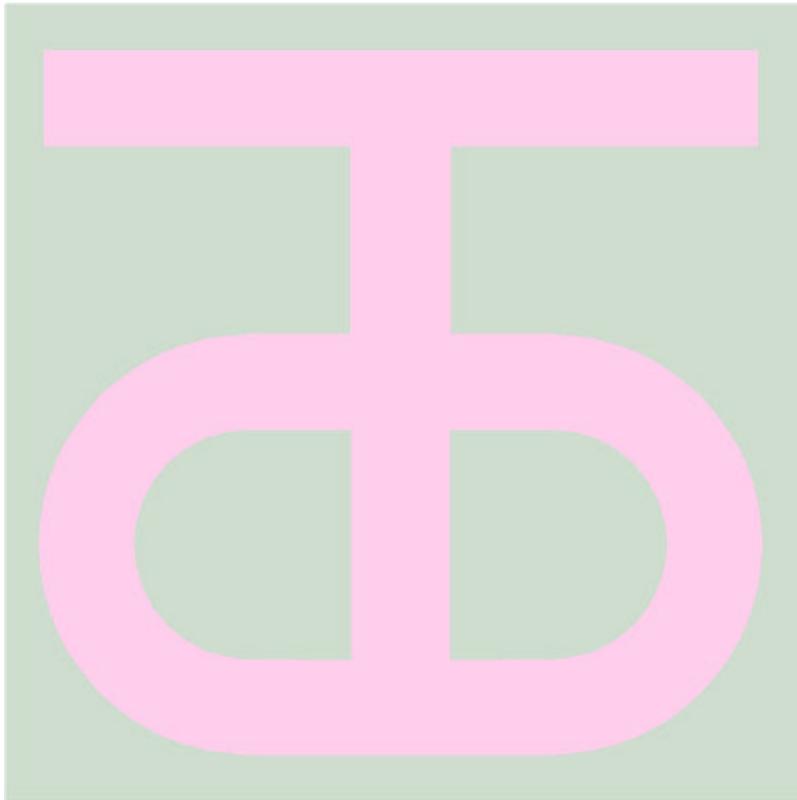


**90TH U.S. ARMY  
REGIONAL SUPPORT COMMAND**

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**FAMILY CARE PLAN**



**RESOURCE GUIDEBOOK**

Prepared by the  
**HUMAN RESOURCES DIVISION**  
in support of mobilization readiness

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **RESOURCE GUIDEBOOK**

### **INDEX**

- ✓ Introduction and overview
- ✓ Flow chart for Family Care Plans
- ✓ AR 600-20, Army Command Policy (extract) \*
- ✓ AR 614-30, Overseas Service (extract) \*
- ✓ FORSCOM Reg 500-3-3, Reserve Component Unit Commander's Handbook (RCUCH) (extract) \*
- ✓ AR 220-1, Unit Status Reporting (extract) \*
- ✓ 90th RSC Pam 220-1, Unit Status Reporting (extract) \*
- ✓ DA Forms 5304-R, 5305-R, 5840-R, and 5841-R

**\* These documents are included in the full-text version of this guidebook.**

# FAMILY CARE PLANS

## Introduction and Overview

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### **Information Paper**

#### **Family Care Plan Resource Guidebook**

- 1. Reference:** AR 600-20, Army Command Policy, paragraph 5-5.
- 2. Purpose:** To clarify the procedures by which the 90<sup>th</sup> RSC addresses Family Care Plans.
- 3. General:** The Army assists the soldier in providing for the care of his or her family members. Mission, readiness, and deployability needs especially affect Active Army, ARNG, and USAR single parents and dual military couples with family members. Plans must be made to ensure family members are properly and adequately cared for when the soldier is deployed, on temporary duty (TDY), or otherwise not available due to military requirements. ARNG and USAR soldiers are subject to those policies and regulations, and will implement plans during any period of absence for annual training, regularly scheduled unit training assemblies, emergency mobilization and deployment, or other type of active duty.
- 4. Criteria:** Soldiers meeting the criteria of paragraph 5-5b, AR 600-20, are required to have a Family Care Plan. DA Form 5305-R (Family Care Plan) is the means by which soldiers provide for the care of their family members when military duties prevent the soldier from doing so. At a minimum the Family Care Plan will include attachments outlined in paragraph 5-5a(3), AR 600-20.
- 5. Timelines:** AC/AGR soldiers have 30 days after counseling to have a completed Family Care Plan while USAR soldiers have 60 days. If appropriate, the commander may grant a 30-day extension.
- 6. Personal Responsibility and Care of Family Members:** Soldiers are responsible for implementing the Family Care Plan and thus ensuring the care of their family members. When operational or security considerations prevent the soldier from implementing the plan, it will be used by appropriate military or civilian authorities to obtain care for such family members.
- 7. Readiness:** Soldiers failing to provide a Family Care Plan are considered not available for mobilization. They are considered non-deployable on the Unit Status Report and are prohibited from overseas assignment or deployment. Soldiers who fail to provide a Family Care Plan are subject to reassignment to a non-mobilizing organization or separation.
- 8. Obtaining Regulations and Forms:** The full edition of this resource guidebook contains extracts of the publications and blank forms addressing Family Care Plans. Customers requiring unabridged copies should contact the proponent agency. The Active Army forms and regulations are available on the USAPA web site ([www.usapa.army.mil](http://www.usapa.army.mil)) and the Army Electronic Library CD-ROM. The U.S. Army Forces Command publications are available at their web site ([www.FORSCOM.army.mil](http://www.FORSCOM.army.mil)). The 90<sup>th</sup> RSC publications can be obtained from their Administrative Services Division or on the "S drive" if you have access to the command's LAN.

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **KEY FACTS**

- ✓ **Affects mobilization readiness**
- ✓ **Only commander can approve**
- ✓ **Purpose is to care for dependents**
- ✓ **Reviewed annually**
- ✓ **Leaders must know soldiers**

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **WHO IS REQUIRED TO HAVE A FCP?**

- ✓ **Pregnant soldiers if not married to a non-military spouse**
- ✓ **Single soldiers with dependents**
- ✓ **Single soldier, divorced with dependents**
- ✓ **Soldier with special care spouse**
- ✓ **Soldier is half of dual military couple who has joint or full legal custody of children under age 19 or who has adult family member(s) incapable of self-care.**
- ✓ **Optional for other soldiers**

**extracted from paragraph 5-5b, AR 600-20**

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **WHAT IS REQUIRED IN THE FCP?**

- ✓ **DA Form 5305-R (Family Care Plan)**
- ✓ **DA Form 5304-R (Family Care Counseling Checklist)**
- ✓ **DA Form 5840-R (Certificate of Acceptance as Guardian or Escort)**
- ✓ **DA Form 5841-R (Power of Attorney) or equivalent, unsigned**
- ✓ **DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment), unsigned**
- ✓ **DD Form 2558 (Authorization to Start, Stop, or Change an Allotment for Active Duty), unsigned, - or - other proof of financial support arrangements**
- ✓ **Letter of Instruction to Guardian / Escort**

**extracted from paragraph 5-5A(3), AR 600-20**

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **SUSPENSE FOR COMPLETION** **OF FCP**

- ✓ **Active Army and Army Guard / Reserve Soldier.**
  - **30 days with one 30 day extension**
  
- ✓ **ARNG and USAR Soldier.**
  - **60 days with one 60 day extension**
  
- ✓ **Pregnant Soldier.**
  - **Not later than 90 days prior to the expected date of birth**

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **ADDITIONAL SUSPENSES FOR PREGNANT SOLDIERS COMPLETING A FCP**

- ✓ **DA Form 5304-R - Apr 99**
  - **Family Care Plan Counseling Checklist**
  - **Completed not later than 60 days prior to birth.**
- ✓ **DA Form 5305-R - Apr 99**
  - **Family Care Plan**
  - **Completed not later than 60 days prior to birth.**
- ✓ **DA Form 5840-R - Apr 99**
  - **Certificate of Acceptance As Guardian**
  - **Recertified not later than 45 days following birth.**
- ✓ **DA Form 5841-R - Apr 99**
  - **Power of Attorney for Guardian**
  - **Recertified not later than 45 days following birth.**

# **FAMILY CARE PLANS**

## **Introduction and Overview**

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### **COUNSELING REQUIREMENTS** **FAILURE TO COMPLETE FCP**

**Soldiers will be counseled about voluntary and involuntary separations, whenever parenthood interferes with military responsibilities.**

- ✓ Enlisted: AR 135-178**
- ✓ Officer: AR 135-175**
- ✓ Pregnant Soldier: AR 135-91**

# **FAMILY CARE PLANS**

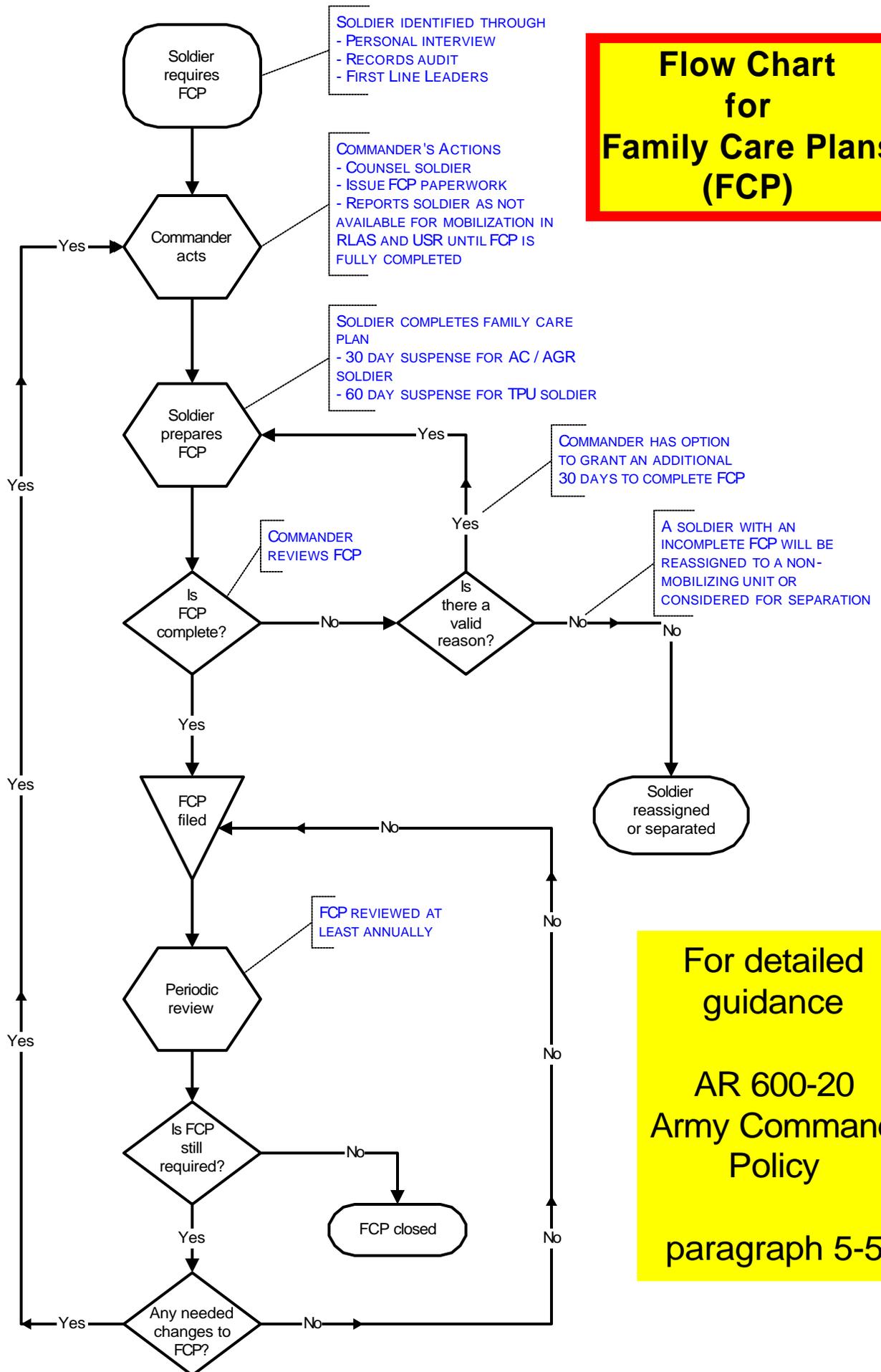
## **Introduction and Overview**

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### **REFERENCES**

- ✓ **AR 600-20**  
**Army Command Policy**
- ✓ **AR 220-1**  
**Unit Status Reporting**
- ✓ **AR 614-30**  
**Overseas Service**
- ✓ **AR 135-175**  
**Separation of Officers**
- ✓ **AR 135-178**  
**Enlisted Separations**
- ✓ **FORSCOM Reg 500-3-3**  
**RCUCH (FORMDEPS)**
- ✓ **90th RSC Pam 220-1**  
**Unit Status Reporting**

# Flow Chart for Family Care Plans (FCP)



For detailed guidance

AR 600-20  
Army Command Policy

paragraph 5-5

Army Regulation 600-20, Army Command Policy, paragraph 5-5, establishes the requirements, policies and procedures for the family care plans.

The following paragraphs are of special interest:

Paragraph 5-5a(3). Minimum components of the family care plan.

Paragraph 5-5b. Identifies who should have a family care plan.

Paragraph 5-5g. The unit commander's responsibilities.

Paragraph 5-5k(2)(a). Establishes time limits for completion of the family care plan.

Paragraph 5-5g(12). Directs commanders to consider involuntary separation proceedings against soldiers who fail to provide and maintain adequate family care plans.

Paragraph 5-5k. Procedures for completing the family care plan.

Paragraph 5-5k(2)(c). Requires an annual recertification of the family care plan.

Paragraph 5-5k(3). OCONUS assignment and deployment procedures.

Paragraph 5-5k(3)(c). Prohibits overseas assignment without a family care plan.

Paragraph 5-5k(3)(f). Prohibits USAR soldiers from performing duty on an active duty status (including Annual Training) without a family care plan that was recertified prior to embarkation.

## Army Regulation 600-20

Personnel—General

# Army Command Policy

Who needs a family care plan?

Go to paragraph 5-5b to find out.

Headquarters  
Department of the Army  
Washington, DC  
15 July 1999

- (3) The report of the medical board proceedings will show the need and risk of the proposed medical care refused by the soldier. Moreover, it will show that the soldier was given the chance to appear in person and will indicate if the report will further show that the written statement explaining the will be sent with the report.

Paragraph 5-5, Family Care Plans, starts here:

- (4) aided by a representative who need not be legally qualified.
- (5) findings and advised whether medical care is needed to—

- (b) Protect the health of others.
- (c) Enable the soldier to perform his or her duties properly.

- (6) The board findings must also state that the proposed care will have a positive effect

f. *Results of medical board proceedings.* Soldiers must be given the results of the board proceedings and offered the opportunity to accept the prescribed medical care. If the soldier still refuses, the medical treatment facility commander will send the medical board proceedings to HQDA (DASG-HS-AS), 5109 LEESBURG PIKE, FALLS CHURCH, VA 22041-3258 for review. When refusal to submit to the prescribed medical care is based on religion, the Surgeon General (TSG) will refer the medical board proceedings to the DCSPER for review and an advisory opinion before action.

- (1) TSG will either approve or disapprove the medical board proceedings and return them to the medical treatment facility commander.

- (2) If TSG approves the medical board proceedings, the soldier is again given the chance to accept treatment. If the soldier persists in refusing the medical care, the medical treatment facility commander refers the matter to the proper Special Court-Martial Convening Authority. Copies of the medical board proceedings are provided. If the Special Court-Martial Convening Authority orders the soldier to submit to treatment and the soldier refuses to obey, the commander may take—

- (a) Disciplinary action according to MCM.
- (b) Administrative action to separate the soldier from service through retirement, discharge, or other legal means.

### 5-5. Family care plans

- a. The DCSPER is responsible for policy on family care plans as follows:

- (1) The Army assists the soldier in providing for the care of his or her family members. Mission, readiness, and deployability needs especially affect Active Army (AA), ARNG, and USAR single parents and dual military couples with family members. Plans must be made to ensure family members are properly and adequately cared for when the soldier is deployed, on temporary duty (TDY), or otherwise not available due to military requirements. ARNG and USAR soldiers are subject to those policies and regulations, and will implement plans during any period of absence for annual training, regularly scheduled unit training assemblies, emergency mobilization and deployment, or other type of active duty. Emergency-essential civilians who meet the criteria set forth in paragraph 5-5a are encouraged to have a Family Care Plan which follows the guidelines set forth in this regulation.
  - (2) DA Form 5305-R (Family Care Plan) is the means by which soldiers provide for the care of their family members when military duties prevent the soldier from doing so. It will include proof that guardians and escorts have been thoroughly briefed on the responsibilities they will assume for the sponsor/soldier and the procedures for accessing military and civilian facilities and services on behalf of the family members of the sponsor/soldier. It will attest that the guardian and escort agreed to provide care and have been provided all necessary legal authority and means to do so.
  - (3) As a minimum, proof will consist of the following attachments to DA Form 5305-R: DA Form 5841-R (Power of Attorney) or equivalent delegation of legal control (unsigned until deployment), DA Form 5840-R (Certificate of Acceptance as Guardian or Escort), DD Form 1172 (Application for Uniformed Services Identification Card DEERS enrollment) for each family member (note: AR-600-8-14 directs that ID cards will be issued for children under age 10 who reside with a single parent or dual military couple), DD Form 2558 (Authorization to start, stop, or change an allotment for Active Duty or Retired Personnel; unsigned until deployment), or other proof of financial support arrangements; and a letter of instruction to the guardian/escort (see DA Form 5304-R (Family Care Plan Counseling Checklist)).
  - (4) Soldiers are responsible for implementing the Family Care Plan and thus ensuring the care of their family members. When operational or security considerations prevent the soldier from implementing the plan, it will be used by appropriate military or civilian authorities to obtain care for such family members. DA Form 5305-R may be executed at any time when conditions warrant and family care is necessary due to the required military absence of the soldier. DA Forms 5304-R (Family Care Counseling Checklist), 5305-R, 5840-R, and 5841-R will be locally reproduced on 8 1/2 x 11 inch paper. Copies for local reproduction purposes are at the back of this regulation. These forms will also be available on the USAPA web site and the Army Electronic Library (AEL) CD-ROM.
- b. Commanders of AA 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—
- (1) A pregnant soldier who—
    - (a) Has no spouse; is divorced, widowed, or separated; or is residing without her spouse.

- (b) Is married to another service member of an Active or Reserve component of any service (Army, Air Force, Navy, Marines or Coast Guard).
  - (2) 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 the age of 19 or who has adult family member(s) incapable of self-care regardless of age.
  - (3) A soldier who is divorced (not remarried) and who has liberal or extended visitation rights by court decree which would allow family members to be solely in the soldier's care in excess of 30 consecutive days.
  - (4) A soldier whose spouse is incapable of self-care or is otherwise physically, mentally, or emotionally disabled so as to require special care or assistance.
  - (5) A soldier categorized as half of a dual-military couple of the AA or RC of any service (Army, Air Force, Navy, Marines or Coast Guard) 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.
- c. Soldiers must arrange for the care of their family members so as to be—
- (1) Available for duty when and where the needs of the Army dictate.
  - (2) Able to perform assigned military duties without interference of family responsibilities.
- d. Enlisted soldiers will be counseled on voluntary and involuntary separation whenever parenthood interferes with military responsibilities (see DA Form 5305-R) under provision of—
- (1) AR 635-200 for AA soldiers.
  - (2) AR 135-178 for USAR and ARNGUS soldiers.
  - (3) AR 135-91 for ARNG soldiers.
- e. Officers will be counseled on voluntary and involuntary separations whenever parenthood interferes with military responsibilities (see DA Form 5305-R) under provision of—
- (1) AR 600-8-24 for AA soldiers and USAR and ARNGUS officers serving on active duty or on active duty for training (ADT) for a period in excess of 90 days.
  - (2) AR 135-175 for ARNGUS and USAR soldiers, except for officers serving on active duty or on ADT for a period in excess of 90 days.
  - (3) NGR 635-101 for ARNG soldiers.
- f. Pregnant soldiers (who meet the criteria established in para 5-5b(1)) will be counseled—
- (1) In the AA, according to AR 600-8-24 for officers and AR 635-200 for enlisted soldiers.
  - (2) In the ARNG and USAR, according to AR 135-91.
  - (3) On costs of maternity care obtained from civilian sources and the limitations concerning maternity care in military medical facilities.
  - (4) Using DA Form 5304-R as soon as pregnancy is identified but not later than 90 days prior to the expected date of birth of the child. Pregnant soldiers should receive Family Care Plan counseling at the time of pregnancy counseling to ensure the soldier is informed of the responsibilities if she chooses to remain on active duty.

- (5) That they must complete and have an approved DA Form 5305-R showing their intentions for family care not later than 60 days prior to the date of the birth of the child. DA Forms 5840-R and 5841-R or other guardianship documents, DD Form 1172, DD Form 2558 will be completed and DA Form 5305-R recertified not later than 45 days following the date of birth of the child.
- g. The unit commander—
- (1) May designate an authorized representative to conduct Family Care Plan counseling using DA Form 5304-R and to initial and sign the counseling form in the commander's behalf.
  - (2) Is the sole approving authority for DA Form 5305-R. This responsibility will not be delegated.
  - (3) May authorize an additional 30 days (60 days total from date of counseling) to all AA soldiers and 60 days (90 days total from the date of counseling) to all RC soldiers for completion, including submission and final approval of DA Form 5305-R with attendant documents.
  - (4) Must ensure that all required documents are in order, and must be satisfied that the Family Care Plan meets the requirements and appears to be workable and durable.
  - (5) Should disapprove DA Form 5305-R if the required attachments are not present unless extenuating circumstances exist.
  - (6) May consider extenuating circumstances in approving DA Form 5305-R, but must understand that the soldier is considered non-deployable until a Family Care Plan is validated and approved.
  - (7) Must adequately test the validity and durability of the Family Care Plan, to include contacting the designated guardian(s) prior to final approval or recertification.
  - (8) Will provide the soldier 30 days from date of the first disapproval to submit additional documentation or evidence to support the Family Care Plan.
  - (9) Will provide the soldier a reasonable period of time to attempt to rework a Family Care Plan found to be deficient at time of mobilization, processing for overseas movement, or deployment. Ordinarily, a soldier will be afforded at least 30 days to correct deficiencies in a plan unless a shorter period is specified by the unit commander due to the urgency and/or nature of the deployment, or due to the nature of the deficiencies.
  - (10) May authorize leave per AR 600-8-10 for a deployed soldier to return home when the circumstances beyond the soldier's control preclude the designated guardian from exercising those responsibilities.
  - (11) Should consider initiating a bar to reenlistment against soldiers who fail to properly manage personal, marital, or family affairs, or who fail to provide or maintain adequate Family Care Plans.
  - (12) Should consider initiating involuntary separation proceedings against soldiers who fail to provide and maintain adequate Family Care Plans.
  - (13) Should take action to ensure as commander he or she is aware of other situations which may create changes in the status of his or her soldiers with regards to the soldier's responsibility to support family members. These include but are not limited to the following—

- (a) Death or disability of spouse.
  - (b) Legal separation when initial agreements have identified the soldier as custodial parent or guardian of one or more family members.
  - (c) Divorce proceedings awarding joint or full custody of family members to the soldier.
  - (d) Court decrees awarding visitation rights to the soldier, for more than 30 consecutive days at a time, and the soldier has not remarried.
  - (e) Adoption.
  - (f) Assumption of foster care responsibilities.
  - (g) Guardianship agreement for children or adults incapable of self-care to temporarily or permanently reside with the soldier.
  - (h) Extended periods of absence by the spouse for schooling, hospitalization, employment, etc.
  - (i) Expiration of current power of attorney, change in guardianship due to PCS, change of temporary care provider, etc.
- h. Individual Ready Reserve (IRR), Individual Mobilization Augmentee (IMA), Standby Reserve, Category I and II retirees, and Inactive National Guard personnel who meet the criteria outlined in paragraph 5-5b (1) through (5) are required to maintain valid Family Care Plans to ensure their availability for active duty during a mobilization. Therefore—
- (1) CG, Army Reserve Personnel Command (ARPERSCOM) will establish specific procedures for counseling, submission, validation, and recertification of Family Care Plans for USAR personnel and category I/II retirees.
  - (2) Director, Army National Guard will establish specific procedures for the counseling, submission, validation, and recertification of Family Care Plans for Inactive National Guard personnel.
- i. All married soldiers who have family members are encouraged to complete and maintain a Family Care Plan even if not specifically required to do so by this regulation. To do so assists the spouse, commander, rear detachment commander, Family Assistance Center, or next of kin providing care for dependent family members in the event the spouse is injured, ill, incapacitated, or otherwise unable to provide care for the dependent family member. Counseling of such is also encouraged.
- j. Soldiers must use the utmost care and consideration in the designation of guardians to care for family members.
- (1) Guardians should be persons whom the soldier would have no reservations entrusting the total welfare of his/her children or other family members. Guardians should be persons who are able to exercise that responsibility over extended periods of time, if necessary.

- (2) Soldiers have the responsibility to thoroughly brief guardians on arrangements made by the soldier, location of all pertinent documents, and procedures for accessing military and civilian facilities, services, entitlement and benefits on behalf of the dependent family members. Guardians should be made aware that such designation does not authorize them access to any of the military facilities, services, entitlement, or benefits for personal use, but only as agent for the dependent family members for which they have been designated guardian. Installation commanders are authorized to issue agents' letters to designated guardians upon request and presentation of proper documentation (such as DA Form 5841-R, DA Form 5840-R, child(ren)'s ID cards, or application for same).
  - (3) Note: If the guardian is located in an overseas area other than where the soldier is stationed, family member's attendance at Department of Defense Dependent Schools (DODDS) and other schools may require an exception to policy due to lack of command sponsorship. The soldier and/or guardian must request the exception; it is not automatic.
- k. Procedures for completing DA Form 5304-R and DA Form 5305-R. For all assignments, continental United States (CONUS) and outside the continental United States (OCONUS):
- (1) DA Form 5304-R will be used for counseling soldiers who fall into categories outlined in paragraph 5-5b as soon as possible upon arrival at the unit of assignment, and will be initialed and signed—
    - (a) During unit inprocessing, after any event requiring completion of a Family Care Plan, or at pre-deployment processing (PDP).
    - (b) By pregnant soldiers not later than 90 days prior to the expected date of birth of the child.
    - (c) By single parents and dual-military couples with family members.
    - (d) By both members of the dual-military couple and the respective commanders or designated representative. This assures both unit commanders that soldiers and their military spouses have made necessary arrangements for the escort, temporary, and primary guardianship responsibilities for family member. Dual-military couple soldiers with family members will be counseled together when practicable.
    - (e) By unit commander or designated representative and held in the unit suspense files pending completion of DA Form 5305-R. It will be returned to the soldier when no longer needed for suspense action.
  - (2) DA Form 5305-R will be—
    - (a) Completed and approved within 30 days for AA soldiers and 60 days for ARNG and USAR soldiers from the date of counseling.

- (b) Signed by both members of a dual-military couple and, if possible, both commanders. The same plan should be submitted by both members of the dual-military couple, and neither member should be identified in the plan as the temporary or long-term guardian. Once both commanders have approved and signed the plan, the commander whose soldier is least likely to deploy should retain the original plan and forward a copy of the complete plan to the other commander. If both members are equally likely to deploy, but one is a soldier and the spouse is a member of another service, the original plan should be kept on file in the soldier's unit and a copy forwarded to the spouse's unit. If both are soldiers and equally likely to deploy, it is inconsequential which commander has the original copy of the plan.
  - (c) Recertified at least annually by initialing and dating the DA form 5305-R. This must be done during the anniversary of the soldier's birth month, after any change of circumstance requiring a change in the Family Care Plan, or whenever the soldier is mobilized, deployed, or processed for pre-deployment. Commanders should ensure that all information is current and all documents are still up-to-date and legally valid.
- (3) OCONUS assignment and deployment procedures are as follows:
- (a) All single parent and dual-military couples with family members who receive assignment instructions for an OCONUS assignment must be counseled again and must have their DA Form 5305-R recertified not later than 30 days before the final out-processing date at the losing installation. If an adequate Family Care Plan is not submitted within 30 days, the soldier is not considered deployable, will not depart the command, and the commander will consider initiating involuntary separation proceeding. A copy of the approved DA Form 5305-R will be filed in the soldier's out-processing file. A copy of the DA Form 5305-R will be placed in the Military Personnel Records Jacket (MPRJ) as a transfer document. The losing unit commander will retain a copy for 90 days after the soldier departs.
  - (b) Soldiers must arrange for an escort and transportation for family members and a guardian in CONUS or United States territory to care for their family members in the event their family members are evacuated from OCONUS. If Noncombatant Evacuation Operation (NEO) procedures are not initiated and soldiers are alerted for deployment, soldiers residing in government quarters may request approval for guardians to reside in those quarters in their absence. NEO standing operations should make maximum use of Family Care Plans to ensure successful operations. Soldiers may also request that they, as a single parent or one member of a dual-military couple, be authorized to personally escort family member back to CONUS-located guardian. They will be given the opportunity provided time allows and advanced return or early return of family member paperwork is initiated per local command policies, the Joint Federal Travel Regulation, and Defense Foreign Clearance Guide guidance.

- (c) Soldiers unable to provide the unit commander with the required DA Form 5305-R and attendant documents will be ineligible for overseas assignment. They should be considered for processing for separation from military service. Policies regarding eligibility for overseas assignment are contained in AR 614-30.
  - (d) Enlisted soldiers without adequate Family Care Plans should be considered for separation processing by their unit commanders under the following regulations:
    1. AR 635-200 for AA soldiers.
    2. AR 135-178 for ARNGUS and USAR soldiers.
    3. AR 135-91 for ARNG soldiers.
  - (e) Officers without adequate Family Care Plans should be considered for separation processing by their unit commanders under the following:
    1. AR 600-8-24 for AA soldiers.
    2. AR 135-175 for ARNGUS and USAR soldiers.
    3. NGR 635-101 for ARNG soldiers.
  - (f) ARNGUS and USAR soldiers performing duty on an active duty status (AT, ADT, ADSW, TTAD, AGR, etc.,) OCONUS must re-certify DA Form 5305-R with attendant documents before embarkation to show that adequate care for their family members has been provided for during their absence and in the event that their return to CONUS is delayed. Soldiers unable to provide the required documentation will not deploy to perform AT OCONUS.
- I. DA Form 5305-R with attachments will be filed in the unit files and destroyed 90 days after the soldier departs on permanent change of station (PCS) orders. In CONUS and OCONUS if the PCS move is a "same-installation" move and the soldier can maintain the same Family Care Plan, the soldier will be allowed to take the original DA Form 5305-R to the gaining unit and need not generate a new DA Form 5305-R. The gaining commander should certify the existing DA Form 5305-R when the soldier arrives in the new unit.
- (1) Provide a copy of the DA Form 5305-R to the soldier, dual-military couple spouse, and dual-military spouse's commander.
  - (2) Place a copy of the DA Form 5305-R in the MPRJ which accompanies the departing soldier to the gaining unit.
  - (3) Ensure that in the event of deployment, the Family Care Plan files remain with the rear detachment, or if no rear detachment remains, with the Family Assistance Center servicing the departing unit. ARNG and USAR commanders must ensure Family Care Plan files are transferred to State Area Command (STARC)/Regional Support Command (RSC)/ General Officer Command (GOCOM) before departing home station.
- m. A copy of DA Form 5305-R with copies of DA Form 5840-R, 5841-R, and/or other appropriate documents will be provided to the Child Development Center (CDC) if the CDC certified home care provider is designated as temporary guardian. AR 608-10 paragraph 2-13a requires that a copy of DA Form 5305-R be on file at the military CDC if the soldier's family members are enrolled in the day care or extended care program.

- n. Commanders must stress the soldier's obligation to both the military and to his/her family members. Moreover, they must ensure soldiers understand they will not receive special consideration in duty assignments or duty stations based on their responsibilities for family members unless enrolled in the Exceptional Family Member Program (EFMP). (See AR 608-75 for more information.) The main evidence that soldiers have made adequate arrangements for the care of their dependent family members will be the execution of DA Form 5305-R with its attendant document listed below:
  - (1) DA Form 5841-R, special power of attorney or other legal documents designating escort, temporary and primary guardian(s) (unsigned until the soldier is deployed).
  - (2) Notarized DA Form 5840-R from person(s) named in power of attorney.
  - (3) Completed DD Form 1172 for each family member.
  - (4) Completed DD Form 2558 (unsigned until deployment) or proof of other adequate financial arrangements for care of family members.
  - (5) Letters of instructions containing additional pertinent information for escorts, temporary or long-term guardians (see DA Form 5840-R).
- o. Commanders will encourage soldiers to consult with a legal assistance attorney about having a will prepared. The Family Care Plan does not require a will, and soldiers will not be ordered to obtain a will. When a will is prepared, it will not be retained in the unit files. Soldiers will be encouraged but not required to ensure that information regarding the location of a soldier's will is contained in the Family Care Plan.
- p. AA commanders will continue to use the Family Care Counseling Report (SIDPERS AAC-C43) until such time as SIDPERS 3 comes on line.
- q. Maximum feasible testing of the validity and durability of Family Care Plans will be accomplished (for example, during exercises, alerts, PDP, mobilization, deployment, annual training, and other unit activities) to ensure information in a soldier's DA Form 5305-R is correct, up-to-date, and workable. Family Care Plans found to be invalid during the above testing will be revised/recertified within 30 days of the finding. For ARNG and USAR soldiers, it will be revised/recertified within 60 days unless mobilization mission requirements preclude authorizing that amount of time.

#### ~~7.3. Accommodating religious practices~~

- a. ~~The Army places a high value on the rights of its soldiers to observe tenets of their respective religious faiths. The Army will approve requests for accommodation of religious practices unless accommodation will have an adverse impact on unit readiness, individual readiness, unit cohesion, morale, discipline, safety, and/or health. As used in this regulation, these factors shall be referred to individually and collectively as "military necessity" unless otherwise stated. Accommodation of a soldier's religious practices must be examined against military necessity and cannot be guaranteed at all times.~~
- b. ~~The DESPER will establish policy on the accommodation of religious practices within the U.S. Army.~~

## **Army Regulation 614–30**

**Army Regulation 614-30, Overseas Service, discusses the criteria for long and short term assignments overseas.**

**Soldiers who should have approved family care plans, but don't, are not considered eligible for overseas reassignment or deployment.**

**Assignments, Details and Transfers**

# **Overseas Service**

**Headquarters  
Department of the Army  
Washington, DC  
25 September 1998**

**UNCLASSIFIED**

**Table 3-1**  
**Eligibility for overseas service criteria (reassignment)—Continued**

RULE	COLUMN A	COLUMN B	COLUMN C	COLUMN D
	IF SOLDIER	AND	THEN THE SOLDIER IS	UNLESS
6.	is a former PW or hostage	the move is to a country where formerly held captive	ineligible for assignment to that country	soldier waives the restriction.
7.	<p><b>Table 3-1 discusses the eligibility criteria for reassignments overseas for periods in excess of 179 days.</b></p> <p><b>Rule 14 states that soldiers are ineligible for reassignment overseas unless they have a valid family care plan.</b></p> <p><b>Soldiers in this category are normally Active Component (AC) or Active Guard/Reserve (AGR) soldiers.</b></p>			is eligible for waiver of deferment and elects to do so.
8.				CA, with the advice of the edge advocate (who will coordinate with military/civilian authorities) decides that the soldier is eligible and action is taken under AR 600-20.
9.				is completed.
10.				tion is withdrawn by separateness authority.
11.				
12.	is under investigation for subversion or disaffection, defection or desertion	NA	ineligible	HQDA Assignment Authority approves an exception.
13.	is nominated for appointment to USMA, USNA, USAFA or USCGA; selected for USM Academy; senior service college, selected for command staff college	NA	ineligible	soldier can complete the overseas tour before the school entry date.
14.	does not have a required DA Form 5305-R, Family Care Plan (FCP) approved or recertified per AR 600-20	NA	ineligible	Commander approves a new or revised FCP per AR 600-20.
15.	has a permanent geographic or climatic duty limitation established by a medical board	has applicable physical profile documented on DA Form 3349	ineligible for the specified restricted geographic area(s)	for urgent military reason, soldier can be moved to an area precluded by a medical board, if duties can be limited to prevent an undue health hazard.
16.	is convalescing or has a temporary physical profile	physical profile prescribes limitations that prevent medical clearance for overseas service	ineligible until temporary disqualification expires	determined by commander and the physician that the condition is not so severe to delay movement overseas.
17.	is undergoing medical evaluation board (MEB) proceedings	final board (PEB) action is not complete	ineligible	NA
18.	is not medically qualified because of permanent physical profile of '3' or '4'	not evaluated by an MOS Medical Retention Board (MMRB) or is undergoing MEB/PEB proceedings	ineligible	determined eligible by an MMRB or retained by PEB.
19.	has a non-transferable suspension of favorable personnel action (AR 600-8-2)	NA	ineligible	the flag is lifted or meets criteria in AR 600-8-2, para 1-13 or as announced by HQDA Assignment Authority.
20.	is a German alien	NA	ineligible for duty in Germany	NA
21.	is Turkish or dual US/Turkish national	receives assignment to Turkey	eligible	soldier requests deletion which normally is approved.
22.	acquires or retains sole surviving son or daughter status (See note 3)	is assigned to area designated as hostile fire/imminent danger or where duties involve combat with the enemy	ineligible	soldier waives assignment restriction.

**Table 3-2**  
**Eligibility for overseas service criteria (deployment)— Continued**

RULE	COLUMN A	COLUMN B	COLUMN C	COLUMN D
	IF SOLDIER	AND	THEN THE SOLDIER IS	UNLESS
10b.	Ditto	request is approved for noncombatant status (class 1-A-O) per AR 600-43	eligible only for areas where duties normally do not involve handling of weapons	NA
11.	has no DA Form 5305-R, Family Care Plan (FCP) approved or recertified per AR 600-20	NA	ineligible	commander approves a new or revised FCP per AR 600-20.
12.	is a former PW or hostage	deployment is to a country in which, or by which, was formerly held	ineligible	soldier waives protective restriction.
13.	is a German citizen	deployment is to Germany	ineligible	NA
14.	is Turkish national			is deletion which will
15.	has and was killed in action, mentally incapacitated in a prominent			request for deletion. by serving in the host danger area may be removed from it.
16.	acquire son or 3)			the assignment
17.	has been from re			
18.	has far same unit that is scheduled for deployment (See note 4)			approved.
19.	is stabilized based on 1998 Deployment Stabilization Policy (See note 8)	NA	ineligible to be involuntarily selected for OOTW type deployments IAW 1998 Deployment Stabilization Policy (see note 8)	stabilization waived by 1st GO in chain of command

**Table 3-2 discusses the eligibility criteria for deployment overseas for periods up to 179 days.**

**Rule 11 states that soldiers are ineligible for deployment overseas unless they have a valid family care plan.**

**Soldiers in this category are normally US Army Reserve Troop Program Unit (TPU) members, commonly called "Reservists."**

Notes:

- <sup>1</sup> Soldiers found pregnant subsequent to deployment normally are not removed from area of operations until their 7th month of gestation. However, MACOM commander may authorize sooner removal of pregnant soldiers if necessary to protect the fetus. Soldiers found HIV positive subsequent to deployment will be removed from overseas as soon as possible.
- <sup>2</sup> Title 10 USC 671 prescribes minimum training requirements, i.e., soldiers may not be assigned to active duty on land outside the United States, its territories, and possessions until they have completed the basic training requirements of the Army. In time of war or national emergency declared by Congress or the President, the period of required basic training (or its equivalent) may not be less than 12 weeks. For officers, basic training is determined to be completion of appropriate Officer Basic Course (OBC). For warrant officers, the requirement is completion of Warrant Officer Basic Course (WOBC) and be MOS qualified.
- <sup>3</sup> Terms and application procedures are explained in AR 614-100 and AR 614-200.
- <sup>4</sup> See explanation of family member in the glossary. Unit is defined as a battalion, squadron, or an element with less than 500 authorized Army personnel. Reassignments may be approved for all but one family member.
- <sup>5</sup> Immediate commanders may excuse soldiers with more than 7, but less than 61 days remaining on active duty, based on unit manning and mission requirements. Commander must consider the cost effectiveness of short-term overseas movement and must ensure arrangements can be made to comply with ETS or expiration of service agreements.
- <sup>6</sup> Excludes soldiers being retired, discharged or separated at normal ETS or expiration of service agreement. These soldiers come under Rule 8 and Note 5.
- <sup>7</sup> Orthodontic appliances do not preclude deployment eligibility provided they are evaluated for stability and inactivated through use of passive holding arches, vacation ties, or other means by an orthodontist prior to deployment.
- <sup>8</sup> Deployment Stabilization Policy information is contained in HQDA Message DTG 231006Z Feb 98, DAPE-ZA, Subject: Deployment Stabilization Policy.

Department of the Army  
Headquarters, United States Army Forces Command  
1777 Hardee Avenue, SW.  
Fort McPherson, Georgia 30330-1062  
15 July 1999

\*FORSCOM Regulation 500-3-3

Emergency Employment of Army and Other Resources  
RESERVE COMPONENT UNIT COMMANDER'S HANDBOOK (RCUCH)

**Summary.** This regulation is the Reserve Component Unit Commander's Handbook (RCUCH). It provides information and guidance to Reserve Component unit commanders to enable them to plan for mobilization, to mobilize and move to assigned mobilization stations, and to prepare their postmobilization training plans.

**Applicability.** This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

**Supplementation.** Local supplementation of this regulation is prohibited without prior approval from the Deputy Chief of Staff, Operations, FORSCOM. Requests for exceptions, with justification, will be sent to CDR, FORSCOM, ATTN: AFOP-OCM, 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062.

**Changes.** Changes to this regulation are not official unless authenticated by the Deputy Chief of Staff for Command, Control, Communications, and Computers, DCSC4, FORSCOM. Users will destroy changes on their expiration date unless sooner superseded or rescinded.

**Distribution** is Special, intended for command levels at installations, FORSCOM units on non-FORSCOM installations not stocked for resupply. It is available for download from

**Copies Furnished:**  
HQ FORSCOM (AFCI-A) (record copy)

FORSCOM Regulation 500-3-3, Reserve Component Unit Commander's Handbook (RCUCH) is a tool to enable commanders to plan for mobilization.

The RCUCH contains specific pre-mobilization tasks that commanders must execute. The following tasks apply specifically to family care plans:

Task 2-I-5. Screen personnel for members not available for mobilization or deployment.

Task 2-I-6. Complete family care plans.

Table 2-1, item 24. Criteria for personnel action. Directs commanders to resolve non-deployable conditions or take appropriate separation actions.

Chapter 5. Personnel and Administration (Phase I), Task (2). Conduct Soldier Readiness Processing (SRP) checks.

Chapter 5. Personnel and Administration (Phase I), Task (6). Complete family care plans.

**FORSCOM Regulation 500-3-3**

**STANDARD**

(4) Those tasks that do not align with SRP but are critical to unit and soldier mobilization are

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This is an extract of Phase I - Planning (Peacetime to Alert)

Task 2-I-5. Screen personnel for members not available for deployment. AR 600-20 and AR 614-30 state that a soldier who is required to have an updated family care plan is not considered available for deployment until the family care plan is completed and approved by the commander. The regulations further require an annual recertification of the family care plan.

Task 2-I-6. Complete family care plans. The completion of family care plans is part of the peacetime planning process.

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(2) Commanders must review schedules for the training year and annotate the training schedule for the primary SRP check, to reduce the multiple SRP checks.

b. Conduct SRP.

(1) Guidance is in AR 600-8-101. Supplemental guidance will be provided as required to meet changing policy in SRP management and operational requirements.

(2) Those administrative actions that are required for the day-to-day support of the soldier and his/her family will ensure that most of the SRP requirements are current (i.e., maintenance of DD Form 93 and pre-enrollment in DEERS). Selected items, such as immunizations and issuance of ID cards, cannot be accomplished until mobilization execution.

(3) The tasks in this phase noted below that support SRP actions are grouped in the same pattern as the SRP checklist (600-8-101 TEST) provided by DA DCSPER on their home page and the electronic form available in the Mobilization Level Application System (MOBLAS) at all PPPs and PSPs and the Installation Support Modules (ISMs) at FORSCOM Installations. Tasks are neither all-inclusive for SRP nor are they necessarily in sequential order.

earmark fillers and support development of training base expansion requirements. Verify accuracy of AOC/MOS data on SIDPERS.

**2-I-5. TASK:** Screen personnel for members not available for mobilization or deployment.

**STANDARD**

a. Commanders will screen members of their unit annually IAW AR 135-133 and NGR 600-2. Those who are identified as key employees, ministry students, medically disqualified for deployment or whose mobilization will result in extreme personal or community hardship will be discharged or transferred as appropriate.

b. Screening should identify all soldiers who are non-deployable, to include reason. Unit commanders will take actions to resolve the non-deployable condition. Soldiers determined to have permanent non-deployable conditions will be transferred or discharged as appropriate.

c. AR 614-30 (Table 3-1), AR 220-1 and Table 2-1, this regulation, should be used as references to identify non-deployable categories.

**2-I-6. TASK:** Complete Family Care Plans (FCP). Standards identifying soldiers who require a family care plan can be found in AR 600-20. An

## FORSCOM Regulation 500-3-3

FCP is required for both members of a dual-service couple, and soldiers who:

- have no spouse
- are divorced, widowed or separated
- reside without the spouse when the soldier becomes pregnant, or have joint or full legal and physical custody of one or more children under the age of 19 years
- have adult, non-spouse, dependent family members incapable of self-care.
- Have spouse who is incapable of self-care.

### STANDARD

Documents required by paragraph 5-5, AR 600-20 must be current and on file for each soldier requiring a plan.

**2-I-7. TASK:** Ensure that all unit members have appropriate identification documents.

### STANDARD

a. Issue a serviceable U.S. Armed Forces Identification Card DD Form 2A (Green). (AR 600-8-14)NOTE: If soldier has a DD Form 2 (Red) replace it with DD Form 2 (Green) for Reserves as forms are made available.

b. Initiate, for non-combatants, application for Geneva Convention Identity Card (DD Form 1934), if applicable. (AR 600-8-14)

c. Issue ID Tags IAW AR 600-8-14.

**2-I-8. TASK:** Identify and process soldiers with permanent medical profiles of P3 or worse.

### STANDARD

Individuals who have a P3 profile or worse must be processed for retention, reclassification, reassignment, retirement or discharge as appropriate (AR 40-501, AR 135-178 and AR 635-40). See Criterion 19, Table 2-1.

### **FOLLOWING TASKS SUPPORT SRP ACTIONS FOR SECURITY REQUIREMENTS**

**2-I-9. TASK:** Ensure personnel have a security clearance required by their duty position.

### STANDARD

a. Identify personnel requiring security document (e.g.   
ts (Annex G).   
ring a security   
ning roster.

**Task 2-I-6,  
Continued.**

mit requests for   
7.

### **FOLLOWING TASKS SUPPORT SRP ACTIONS FOR LEGAL REQUIREMENTS**

**2-I-10. TASK:** Provide premobilization legal preparation including:

a. The Premobilization Legal Counseling Program (PLCP).

b. Premobilization legal services (PLS).

### STANDARDS:

a. PLCP/PLS will be provided by RC Judge Advocates IAW Annex Q FORSCOM Mobilization Plan (FORSCOM REGULATION 500-3-1, FMP).

b. See Table 2-3 for detailed guidance.

### **FOLLOWING TASKS SUPPORT SRP ACTIONS FOR FINANCE REQUIREMENTS**

**2-I-11. TASK:** Maintain individual soldier's Master Military Pay Account (MMPA).

### STANDARD

a. Maintain individual soldier's MMPA in unit file.

b. Review MMPA for accuracy during annual joint review of soldier's personnel records.

c. Update the soldier's MMPA on receipt of documentation.

### **FOLLOWING TASKS SUPPORT SRP ACTIONS FOR MEDICAL AND DENTAL REQUIREMENTS**

NOTE: Recent legislation imposes new medical and dental care requirements for members of the selected reserve. They include:

**FORSCOM Regulation 500-3-3**

**Table 2-1: Criteria for Personnel Action**

The following criteria necessitate personnel actions during the mobilization process, and establish the appropriate personnel action procedures. Where appropriate, procedural changes based on Small Scale Contingency Operations (SSCO), PSRC, and selective mobilization are also identified. Numerous administrative responsibilities are identified for the unit commander throughout the following paragraphs; as a general rule, the unit commander should attempt to solve as many personnel administrative problems locally as possible. However, as the increasing mobilization burden obviates local solution, these actions should be turned over, through channels, to the STARC/RSC or MS, with a record of actions taken at the unit level. The unit commander's main concerns should be in assembling the unit, preparing to move to the MS, and identifying those personnel who did not report, so that follow-up actions can be taken by STARC/RSC or MS personnel.

*INDEX OF CRITERIA:*

1	Member on IET, ADSW, ADT or TTAD
2	Awaiting IET or AIT Phase of Split-Option Training
3	Civilian Acquired Skill Program (CASP) personnel not yet awarded MOS
4	SMP participant
5	Applicants for SMP not yet enrolled in Advanced ROTC
6	High School Student
7	Attachment to mobilizing unit as individual or augmentation team
8	AGR personnel serving in a FTUS status
9	Excess/surplus personnel
10	Promotable officer
11	Federal recognition in higher grade not received
12	Promotable enlisted member
13	Sickness, injury or disability existing prior to AD
14	Sickness or injury occurring on or after M-date
15	ING member
16	Defective enlistment
17	Dependency (4 or more)
18	Pregnancy
19	Profile
20	Pending transfer or reassignment
21	Homosexual Conduct
22	Overage or overweight
23	Pending retirement, separation or discharge action
24	Non-deployable personnel
25	Individual does not possess required special skills
26	Conscientious objector
27	Death of member
28	Key employee
29	Minister or theological student
30	Personal/community hardship
31	Officer candidate
32	Civil confinement
33	Failure to report to AD
34	Has orthodontic appliances requiring active maintenance
35	AMEDD Officer in training and participant in medical civilian contract training

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CRITERION	ACTIONS(S)
20. Pending Transfer or Reassignment from the unit.	If orders have been issued with an effective date prior to the unit's receipt of the alert notification, the transfer or reassignment action will remain valid unless DA issues STOPLOSS or STOP MOVEMENT orders. Unit members who have moved out of the unit's geographic area and are looking for a new unit assignment but have not reported one to the original unit remain the responsibility of the original unit commander to locate and mobilize.
21. Homosexual Cond	<p>Table 2-1, Criterion 24, Non-deployable personnel, discusses members who are ineligible for overseas service.</p> <p>This criterion requires commanders to resolve non-deployable conditions, reassign the soldier to a non-deploying unit, or take appropriate separation actions.</p>
22. Overage or overw	<p>This criterion also requires commanders to screen soldiers on a continuing basis, at least annually.</p>
23. Pending Retirement Discharge Action.	<p>b. If retirement, separation, resignation, or discharge action is requested after receipt of the alert notification, the action will not be processed and the soldier will enter AD with the unit.</p> <p>c. Upon receipt of STOPLOSS, if retirement, separation or discharge is required but the effective date is after the receipt of the alert notification, removal will be suspended and the member will enter AD with the unit unless exemption is authorized in the alert announcement. If separation orders have already been published with a separation date after the unit's effective date of active duty, they will be revoked.</p>
24. Non-deployable Personnel	<p>a. Members who are ineligible for overseas service IAW Table 3-1, AR 614-30, will be ordered to AD with the unit. MS commander will resolve non-deployable conditions, reassign soldiers to non-deploying units, or take appropriate separation actions.</p> <p>b. Exceptions during a PSRC or partial mobilization are addressed throughout Chapter 2, this table and table 2-2.</p>

FORSCOM Regulation 500-3-3

CRITERION	ACTIONS(S)
<div style="border: 2px solid purple; background-color: yellow; padding: 5px; display: inline-block;"> <p>Criterion 24, continued.</p> </div>	<p>c. Unit commanders should screen soldiers on a continuing basis, at least annually. Soldiers who are determined to have a permanent non-deployable condition should be reclassified, transferred to a reserve component unit with a CONUS sustaining mission, transferred to the IRR, retired or separated as appropriate.</p>
<p>25. Individual Does Not Possess Required Special Skills.</p>	<p>Members who are not qualified in special skills required for their AOC/MOS or duty position (flight, jump, ranger, etc) IAW AR 600-200 will be ordered to AD with the unit. MS commander will initiate action to acquire skills or reassign the member to another unit.</p>
<p>26. Conscientious Objector (CO).</p>	<p>Member will be ordered to AD with the unit. Those with applications for classification as 1-0 or 1-A-0 which were pending prior to the unit's receipt of alert notification and those previously classified 1-A-0 will be transferred to a non-combatant unit if necessary by the MS commander IAW AR 600-43.</p>
<p>27. Death of Member.</p>	<p>Members who die at anytime after departing home to report to the unit assembly site based on unit order to AD will be reported/processed IAW AR 600-8-1.</p>
<p>28. Key Employee.</p>	<p>Removal of key employees from the Selected Reserve is a mandatory peacetime requirement under AR 135-133 and AR 690-11. If removal has not been requested prior to the unit's receipt of alert notification, the member will be ordered to AD with the unit.</p>
<p>29. Minister or Theological Student.</p>	<p>Transfer or discharge of ministers or theological students is a peacetime requirement under AR 135-133. If transfer or discharge has not been requested prior to the unit's receipt of alert notification, the member will be ordered to AD with the unit. Orders should be provided from the STARC/RSC with unit orders. Unit should report exceptions (additions/deletions) to the STARC/RSC.</p>
<p>30. Personal/Community Hardship.</p>	<p>a. If discharge by reason of hardship has been requested and approved prior to the unit's receipt of <u>alert</u> notification, the member will be discharged prior to the unit's effective date of AD IAW AR 135-133, AR 135-175 and 135-178.</p> <p>b. If discharge has been requested but not yet approved, delayed entry will be requested IAW AR 601-25 pending final determination.</p> <p>c. If discharge is not requested prior to the unit's receipt of <u>alert</u> notification or requested discharge is not approved, discharge is not authorized. Member will enter AD with the unit unless granted delayed entry for other reasons.</p>
<p>31. Officer Candidate. (PSRC: SEE TABLE 2-2)</p>	<p>a. Officer candidates attending an AC OCS program will be processed IAW Criterion 1.</p>

## Chapter Five: Tasks, Conditions, and Standards By Phase (in Mission Training Plan Format)

### Planning Phase (Phase I)

**TASK:** Maintain a Mobilization Plan to facilitate preparation for unit activation and deployment overseas.

**CONDITION:** The Reserve Unit is assigned a Mobilization Station (MS) and is required to proceed to that MS independently. Combat Units will maintain a Mobilization Plan no lower than Battalion level. CS/CSS units will maintain a Mobilization Plan at "AA" level, or at a level at which the unit is most likely to be mobilized.

**STANDARDS:** Initially using its organic resources, establish and maintain a Mobilization Plan. Upon notification of alert, be able to properly prepare for the activation of the unit by alerting key personnel. Properly prepare the facility for the activation of the entire unit and the dispatch of the advance party to the mobilization station. Plan for the movement, and the subsequent mobilization activities, as required by the Mobilization Station Information Packet.

#### LEGEND:

	Critical Task
+	
Trained:	(T) All critical tasks and subtasks were successfully completed.
Needs Practice:	(P) All critical tasks were performed successfully, but one or more non-critical subtasks were performed unsuccessfully.
Untrained:	(U) One or more critical tasks were completed unsuccessfully.

PERSONNEL AND ADMINISTRATION (PHASE I) STANDARDS		Go/No Go Remarks
TASKS	Advance Party	
(1) Provide personnel information	<p>a. Present individual letters to unit personnel during unit in processing that provides general information and guidance to assist them in understanding their role in the reserve system in-processing.</p> <p>b. For personnel readiness planning, present each individual with a copy of Annex C of this volume of FORMDEPS (ensure that the Annex is annotated with unit specific information where appropriate). Additionally, order copies of any current family assistance support pamphlets or publications, identified by the unit family program coordinator, for each unit member to provide to his/her family.</p> <p>c. Conduct welcome and annual mobilization briefing to soldiers, using Annex C as a guide.</p> <p>d. Conduct Military Medical benefits and Dental briefings for family members annually.</p>	
+ (2) Prioritize the conduct of Soldier Readiness Processing (SRP) checks and conduct SRP actions	<p>a. <u>Prioritize SRP Checks.</u> Based on priorities, only one SRP check (other than for actual mobilization and deployment) will be made on an annual basis. All other inspections or checks will use data from the primary check.</p> <p>(1) SRP checks are done through several processes throughout the year.</p> <p>(a) Selected data is required to support unit status reporting.</p> <p>(b) Annual record checks to ensure that forms and administrative data required to support the soldier and his/her family are up to date.</p> <p>(c) Inspections and readiness evaluations are conducted by command agencies throughout the year.</p> <p>(d) Soldier readiness is evaluated during exercises such as CALL FORWARD.</p> <p>(e) Soldier readiness is required in preparation for Overseas Deployment for Training.</p> <p>(2) Commanders must review schedules for the training year and annotate the training schedule for the primary SRP check, to reduce the multiple SRP checks.</p> <p>b. Conduct SRP.</p> <p>(1) Guidance is in AR 600-8-101. Supplemental guidance will be provided as required to meet changing policy in SRP management and operational requirements.</p> <p>(2) Those administrative actions that are required for the day-to-day support of the soldier and his/her family will ensure that most of the SRP</p>	

Task (2) requires Soldier Readiness Processing (SRP) checks.

**FORSCOM Regulation 500-3-3**

<b>PERSONNEL AND ADMINISTRATION (PHASE I) STANDARDS</b>		<b>Go/No Go Remarks</b>
<b>TASKS</b>	<b>Advance Party</b>	
		<p>requirements are current (i.e., maintenance of DD Form 93 and pre-enrollment in DEERS). Selected items, such as immunizations and issuance of ID cards, cannot be accomplished until mobilization execution.</p> <p>(3) Requirements noted in a FORSCOM Memorandum will delineate those items that cannot be accomplished until the home station or mobilization station phases, and will establish which items should be checked to support unit status reporting and establish priorities for inspections/SRP checks during each year. Many of the tasks noted in the planning, alert and home station phases actually support SRP actions.</p> <p>(4) The tasks in this phase noted below that support SRP actions are grouped in the same pattern as the SRP checklist provided by the FORSCOM Memorandum and the electronic form available in the Mobilization Level Application System (MOBLAS) at all PPPs and PSPs and the Installation Support Modules (ISM) at FORSCOM installations. Tasks are neither all-inclusive for SRP, nor are they necessarily in sequential order.</p> <p>(5) Those tasks that do not align with SRP but are critical to unit and soldier mobilization are categorized and added as the final sections.</p>
(3) Maintain MPRJ (DA Form 201).		Update as required IAW AR 600-8-104.
(4) Update and maintain unit data bases and personnel SIDPERS data (ARNG or USAR). (SRP Section)		Commanders will ensure that unit's data bases and RC SIDPERS data is timely and accurate. Data is used in automated systems which identify and earmark fillers and support development of training base expansion requirements. Verify accuracy of AOC/MOS data on SIDPERS.
(5) Screen personnel for members available for mobilization or deployment.		<p>a. Commanders will screen members of their unit annually IAW AR 135-133 and NGR 600-2. Those who are identified as key employees, ministry students, medically disqualified for deployment or whose mobilization will result in extreme personal or community hardship, will be discharged or transferred as appropriate.</p> <p>b. Screening should identify all soldiers who are non-deployable, to include reason. Unit commanders will take actions to resolve the non-deployable condition. Soldiers determined to have permanent non-deployable conditions will be transferred or discharged as appropriate.</p> <p>c. AR 614-30 (Table 3-1), AR 220-1 and Table 2-1, this regulation, should be used as references to identify non-deployable categories.</p>
(6) Complete Family Care Plans (FCP). Standards identifying soldiers		Documents required by paragraph 5-5, AR 600-20 must be current and on file for each soldier requiring a plan.

Task (6) requires the completion of family care plans.

**FORSCOM Regulation 500-3-3**

TASKS	Advance Party	PERSONNEL AND ADMINISTRATION (PHASE I) STANDARDS	Go/No Go Remarks
<p>who require a family care plan can be found in AR 600-20. An FCP is required for both members of a dual-service couple, and soldiers who:</p> <ul style="list-style-type: none"> <li>• have no spouse</li> <li>• are divorced, widowed or separated</li> <li>• reside without the spouse when the soldier becomes pregnant, or have joint or full legal and physical custody of one or more children under the age of 19 years</li> <li>• have adult, non-spouse, dependent family members incapable of self-care</li> </ul>			

Issue a serviceable U.S. Armed Forces Identification Card DD Form 2A

(7) Ensure that all unit members have appropriate identification documents.

**FORSCOM Regulation 500-3-3**

**Annex E: (Mobilization Checklist for Unit Commanders) to RC Unit Commander's Handbook**

This annex contains a checklist to assist unit commander in preparing for their unit's entry on active duty and movement to a mobilization station or port of embarkation. The list may be modified to accommodate local requirements or conditions. This checklist is organized by phase as indicated under reference and will be used as a reference for developing the HS Activities Plan and schedule. Though the checklist is broken out by phase, within each phase, tasks are not necessarily listed in the sequence that they should be accomplished. Units are encouraged to use this checklist at every opportunity.

**PLANNING PHASE (PHASE 1)**

	<b>TASK</b>	<b>REFERENCE CHAP/PHASE/TAS K OR ANNEX</b>	<b>PERSON ASSIGNED ACTION</b>	<b>DATE/TIME COMPLETED</b>	<b>VERIFIED</b>
(1)	Provide personnel information.	2-I-1			
(2)	Conduct Soldier Readiness Processing (SRP).	2-I-2			
(3)	Maintain MPRJ (DA Form 201)	2-I-3			
(4)	Update and maintain unit data.	2-I-4			
(5)	Screen personnel not available for deployment	2-I-5			
(6)	Complete Family Care Plans	2-I-6			
(7)	Ensure unit members have ID documents	2-I-7			
(8)	Identify and process soldiers with profiles	2-I-8			
(9)	Ensure personnel have a security clearance	2-I-9			
(10)	Provide pre-mobilization legal preparation	2-I-10			
(11)	Maintain soldier's MMPA	2-I-11			
(12)	Maintain health record (DA Form 3444 Series).	2-I-12			
(13)	Ensure medical exams are current	2-I-13			
(14)	Ensure dental examinations	2-I-14			
(15)	Ensure DNA specimen is completed	2-I-15			
(16)	Ensure unit members are tested for HIV	2-I-16			
(17)	Ensure immunizations are current	2-I-17			
(18)	Identify personnel needing spectacles/hearing/aids.	2-I-18			
(19)	Identify personnel requiring lens inserts.	2-I-19			
(20)	Verify application for DEERS enrollment	2-I-20			
(21)	Establish a Family Support Group (FSG).	2-I-21			
(22)	Screen Practitioner Credentials File .	2-I-22			
(23)	Familiarize administrative personnel in SIDPERS.	2-I-23			
(24)	Appoints/signature cards.	2-I-24			
(25)	Assemble and maintain unit MWR kits.	2-I-25			
(26)	Identify personnel requiring waiver of benefits.	2-I-26			
(27)	Maintain a unit mobilization file	3-I-1			
(28)	Conduct annual review of mobilization file	3-I-2			
(29)	Develop postmobilization training plan	3-I-3			

Mobilization Checklist for Unit Commanders

Task (6). Complete family care plans.

**AR 220-1, Unit Status Reporting, establishes the policy and procedure for reporting a unit's readiness for mobilization.**

**Soldiers who are required to have a family care plan, but don't, can negatively impact on a unit's readiness for mobilization.**

Field Organizations

# **Unit Status Reporting**

Headquarters  
Department of the Army  
Washington, DC  
1 September 1997

**UNCLASSIFIED**

**Table C-1**  
Pacing items of equipment by type units—Continued

Type Unit	Equipment
<b>Maintenance</b>	
Maintenance Company (ORD), Divisional	Recovery vehicle Truck Wrecker

**Table C-1**  
Pacing items of equipment by type units—Continued

Type Unit	Equipment
Corps Signal Support Battalion	AN/TTC-4 (LEN) AN/TRC-190 (LOS) AN/TRC-191 (RAU)

**AR 220-1, Appendix D, Personnel Availability Criteria, discusses the deployability criteria for the Unit Status Report. It states that the personnel level will be based on that portion of a unit's assigned strength that is available for deployment.**

**Soldiers requiring a family care plan, but who do not have one, are not considered available for deployment. These non-deployable soldiers have a direct impact on a unit's mobilization readiness.**

Maintenance	N/TRC-190 (LOS) N/TTC-50 (FES) N/TTC-51 (DES)
MI Battalion	N/TTC-39 MSG SW N/TTC-39D N/TSC-85B TACSAT N/TSC-93B ACSAT N/TRC-170 radio terminal set TRC-138 radio speaker set N/TTC-39A central office N/TRC-170 radio terminal set N/TSC-93B TACSAT mission essential ADP
Ordnance	
Ordnance DS/GS/A	task trucks task tractors task trailers task semitrailers
QM Com	all rough terrain forklifts container handlers and planes
QM Com	self propelled watercraft floating cranes amphibians and air cushion vehicles
S&S Com	DP22
S&S Com	

<b>Signal</b>	
Signal Battalion, Hvy Div	AN/TTC-47(NCS) AN/TRC-190 (LOS) AN/TRC-191 RAU)
Signal Battalion, Airborne or AASLT Div	AN/TTC-50 (FES) AN/TRC-190 (LOS) AN/TTC-51 (DES)
Signal Battalion LID	AN/TTC-47 (NCS) AN/TRC-190 (LOS) AN/TRC-191 (RAU)
Corps Area Signal Battalion	AN/TYQ-35 (SCC)
Corps Area Signal Battalion	AN/TTC-47 (NCS) AN/TRC-190 (LOS) AN/TRC-191 (RAU)

**Appendix D**  
**Personnel Availability Criteria**

**D-1. General**

Unit Status Report personnel level will be based on that portion of a unit's assigned strength that is available for deployment. Specific guidance for use during contingency operations and mobilization is in AR 600-8-101 and AR 614-30.

**D-2. Determining personnel availability**

Use the decision matrix in table D-1 to determine personnel availability for USR purposes. Not all categories will apply to every component.

**Table D-1  
Determining personnel availability-decision matrix**

Categories	Reporting Unit Available?	
	CONUS <sup>1</sup>	OCONUS
Deceased (DC)	NO	NO
Missing/Prisoner of war (MP)	NO	NO
Legal Processing (LP)		
Arrest and Confinement	NO	NO
Pending Military or Civil Court Action	NO	NO
Under Investigation for Subversion or Disaffection	NO	NO
Under Investigation by a Military/Civil Criminal Investigation Activity	NO	NO
Pending administrative/legal discharge separation	NO	NO
Commander's Restriction (CR)	NO <sup>2</sup>	NO <sup>2</sup>
Absent Without Leave (AW)	NO	NO
Unsatisfactory Participant (UP)(RC only)	NO <sup>3</sup>	NO <sup>3</sup>
Assigned, Not Joined (AN)	NO	NO
Hospitalized/Convalescent Leave (HO)	NO	NO
Leave/TDY (LT)		
TDY in CONUS	YES	NO <sup>4</sup>
Leave in CONUS	YES	NO <sup>4</sup>
TDY OCONUS	NO <sup>4</sup>	YES <sup>5</sup>
Leave OCONUS	NO <sup>4</sup>	YES <sup>5</sup>
Deployed (DP)	NO <sup>6</sup>	NO
Pregnant (PG)	7	7
Prenatal	NO	NO
Postpartum (not fit for duty)	NO	NO
Adoption	NO	NO
Training (TN)		
Not completed minimum	NO	N/A
Training requirements for deployment	NO	NO
Dental (DN)	8	8
No dental record	NO	NO
No PANOREX	NO	NO
Needs emergency dental care	NO	NO
Other (OT)		
HIV Positive	NO	NO
HIV Testing	9	9
No test last 24 months (AC)	NO	NO
No test last 60 months (RC)	NO	NO
No DNA	14	14
Family Care Plan	10	10
Profiles		
Temporary (precluding satisfactory duty performance)	NO	NO
Permanent 3/4 Profile	NO <sup>11</sup>	NO <sup>11</sup>
Simultaneous Membership Program	NO <sup>12</sup>	NO <sup>12</sup>
Sole Surviving Family Member	NO	NO
Conscientious Objector	13	13

**Table D-1  
Determining personnel availability-decision matrix —Continued**

Reporting Unit
Categories
Less than 70 days
Notes:
1 CONUS includes Alaska and Hawaii.
2 Generally NO restriction does not apply.
3 The soldier is not eligible for a 90-day un-excused absence unless determined to be a deserter for the entire period.
4 Generally NO; individual can re-apply for deployment.
5 Only if individual is a single parent of a child under 18.
6 Usually NO; however, individual can re-apply for deployment the following year if the soldier returns to the parent's availability.
7 A military member of a single parent of a child under 18 is eligible for four months of leave.
8 The following are the only dental reasons for temporary status as Not Available:
a. Inability to construct a temporary dental record and/or complete a PANOGRAPH prior to deployment.
b. During the deployment dental screening, a soldier may be designated non-deployable based solely on a dental emergency (such as trauma or oral infection). Once the dental emergency is remedied, the soldier's status will be immediately changed to available.
9 Soldier is not deployable only if an HIV test cannot be administered prior to deployment.
10 Soldiers who are single (or married to another service member) and have custody of dependent(s), are considered Not Available until they have submitted a written, workable family care plan. If the soldier fails to submit a workable plan within the prescribed time, he/she will be processed for separation and considered Not Available during the period in which the separation action is taking place. (See AR 600-20, Chapter V and AR 600-8-101.)
11 Personnel with permanent 3/4 profiles are considered Not Available unless cleared as deployable via the MOS Medical Retention Board (MMRB).
12 Applies only to SMP participants in advanced ROTC (junior/senior year in college). SMP soldiers are assigned to RC units and are also enrolled in ROTC.
13 Soldiers who have submitted a conscientious objector application will continue to be available for deployment in connection with a contingency operation or selective/partial/full/total mobilization except as follows:
a. Soldiers with an approved conscientious objector (1-0) status will not be deployable and will be allowed to continue processing for discharge.
b. The General Courts Martial Convening Authority (GCMCA) may, at its discretion, excuse the soldier from deployment when the soldier has an application pending at the Department of the Army Conscientious Objector Review Board.
c. Once a soldier submits a formal application for conscientious objector status UP AR 600-43, the soldier's eligibility for OCONUS deployments, not ordered in connection with contingency operations or selective/partial/full mobilization, will be determined in accordance with AR 614-30, Table 2-1.
14 Commencing 4 February 1997, all Active Duty Reserve and National Guard soldiers who do not have the required dental treatment panograph on file and a DNA specimen on file or collected are not available for hostile fire/imminent danger zone deployments. After 31 December 1998, all active duty soldiers who do not have the required dental treatment panograph on file and a DNA specimen collected or on file are not available for any deployments, including peacetime/training. The cut-off date for all Reserve and National Guard soldiers required to have DNA and panograph prior to any type of deployment is to be determined.

**Table D-1, note 10, states that soldiers who are required to have a family care plan, but don't, will be considered not available for deployment and will be processed for separation.**

Department of the Army  
Headquarters, 90th Regional  
Support Command  
N Little Rock, Arkansas 72118-2205  
28 February 1998

90th RSC Pamphlet 220-1

Field Organizations  
**UNIT STATUS REPORTING**

**History.** This pamphlet is new.

**Summary.** This pamphlet covers the preparation, submission, and verification of Unit Status Reports. It is to be used with the required publications listed in Appendix A.

**Applicability.** This pamphlet applies to all reporting units under the command and control of the 90th Regional Support Command. It is geared toward the actual author(s) of the Report. During mobilization, chapters and schedules contained in this pamphlet may be modified by the proponent.

**Proponent and Exception Authority.** The proponent of this pamphlet is the Plans Division, Office of the Deputy Chief of Staff for Operations. The proponent has the authority to approve exceptions to this pamphlet.

**90th RSC Pamphlet 220-1, Unit Status Reporting, applies to reporting units under the command control of the 90th RSC.**

**The pamphlet includes specific directions for reporting the non-deployability of soldiers who are required to have an approved family care plan, but don't.**

*W. A. Fogg*  
WILLIAM A FOGG  
COL, GS, USAR  
Deputy Chief of Staff  
Information Management

DISTRIBUTION: B

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### **2-3. Monthly Validations**

Each month, reporting units must validate that there is no change to their latest quarterly report. (If there is a change, comply with paragraph 2-2 above.) MSCs will submit a memorandum to DCSOPS Operations & Training Division which validates the current (latest) USR for each reporting unit under their command. DRUs will submit a memorandum to DCSOPS Operations & Training Division which validates their current (latest) USR. The memorandum must arrive NLT the 10th of the month.

### **2-4. Security**

MSCs will submit a Clearance Verification memorandum from their Security Manager which verifies the security clearance of individuals who will attend or participate in the USR verification process. Submit the memorandum, with a copy of Courier orders, to the DCSOPS Operations & Training Division to arrive NLT the first day of the quarter. A Courier order is required for individuals transporting classified materiel.

### **2-5. Funding**

MSCs and DRUs will fund activities relating to preparation and/or submission of USRs.

## **Chapter 3**

### **The Unit Status Report**

#### **3-1. Contents of the Report**

The USR consists of the following documents, submitted in the order listed below. Do not add or subtract any documents without prior approval of the Proponent and Exception Authority.

- a. PC ASORTS on a 3.5" diskette
- b. PC ASORTS hardcopy printout
- c. Personnel Documents
  - (1) CLAS generated Not-Available Roster
  - (2) CLAS generated Available Roster
  - (3) CLAS generated Required Positions

Roster

- (4) CLAS generated Unit Manning Report
- d. Equipment On hand Documents (not required from TDA Hospitals)
  - (1) Automated Units: SPBS-R generated Equipment Readiness List
  - (2) Manual Units: Equipment Status, Excess Equipment List, and NBC Equipment Level Calculation Worksheet

**The 90th RSC requires a monthly validation of the Unit Status Report (USR).**

**Commanders can use this monthly validation as a reminder to contact soldiers with incomplete family care plans.**

**Hint: AR 600-20, Army Command Policy, paragraph 5-5g(2), provides an AC/AGR soldier 60 days (90 days for a TPU soldier) to complete a family care plan. Any soldier listed on two consecutive USRs as non-deployable due to an incomplete family care plan should be considered for separation.**

required Personnel rosters is downloaded to all reporting units at least 45 days prior to USR submission.

## Appendix B Personnel

### B-1. Concept

a. The rules for assigning soldiers to MTOE/TDA positions differs between peacetime and wartime. The Unit Manning Report maintained in CLAS reflects peacetime positioning; repositioning soldiers by writing in position numbers on the Available Roster (see paragraph B-2e(1)) reflects wartime positioning. The Unit Status Report, as described in Chapter 1, is a snapshot of the reporting unit as if that unit had just been mobilized.

b. Some of the most common positioning differences are reflected in Table B-1. Refer to AR 220-1 and AR 140-10 for more detail.

TOPIC	USR	UMR
Subjective Qualification	yes	no
Three Character Qualification	yes	no
Limited to a One Above Two Below	no	yes
Grade Mismatch		
Double Slotting	no	yes
Assigning a Soldier to a Position for Which He is Not Qualified	no	yes
Counting a Soldier as Qualified Upon Course Completion, Before an Order is Published	yes	no
Assigning a Not Available Soldier to a Position	no	yes

**Table B-1. Positioning Differences**

c. Positioning assigned soldiers under USR rules provides the highest qualification rate possible. Personalities become irrelevant. Only availability, grade, and qualification is considered. These differences and reasons are the basis for not using the UMR as the source document for determining DMOS Qualification in the USR.

### B-2. Preparation

a. Before preparing documents listed in paragraph 3-1, update CLAS data. Ensure all assigned soldiers are entered into CLAS, and that all soldiers who are no longer assigned are deleted from CLAS. Pay particular attention to the accuracy of: rank, grade, PMOS, SMOS, AMOS, deployability restriction ends, flag code, and who is assigned to management position number 9993.

b. Generate CLAS rosters by running the current version of USR\_PCR (select Utilities then User Written), BLAS rosters by USR\_PBR.

c. Print the UMR from CLAS. (Do not make annotations, nor change the UMR to match USR positioning.)

d. Not-Available Roster. Under the column heading REASON FOR NONDEPLOYABILITY, write in the reason for soldiers who are coded N3 or

**The USR is a snapshot of the reporting unit as if it had just been mobilized.**

**Table B-1 states that soldier who are not available for mobilization will not be assigned to a duty position when preparing the USR. This rule applies to those soldiers who are required to have a family care plan, but don't.**

address the subjective qualifications in the Personnel Remarks card on PC ASORTS.

(3) If a soldier is qualified for a position in the unit, but there is no vacancy, enter a check mark for that soldier under the EXC (excess) column..

(4) If a soldier has missed more than nine unit training assemblies (UTAs) in the past year, but is not an unsatisfactory participant, annotate the reason for the low attendance under the column heading LOW UTA PERFORM.

(5) Count the number of senior grade soldiers who are matched to a position. Write the number at the top of the first page of the roster. (This is the PC ASORTS AVMOSG entry.) Count the total number of soldiers who are matched to a position. Write the number at the top of the first page of the roster. (This is the PC ASORTS AVMOS entry.)

f. Required Positions Roster.

(1) Write in the last name of the soldier matched to each position.

(2) Annotate any structure problems. Structure problems include positions appearing in CLAS that do not belong to the unit, and MTOE/TDA required positions that are missing. Line through incorrect positions, write in missing positions.

### B-3. Verification

a. If the overall readiness rating of less than C1 is due to Personnel, verify the reason code entered on PC ASORTS.

b. Ensure that the number of soldiers Required and Authorized on PC ASORTS, the UMR Summary, and the MTOE/TDA all match. Verify that the correct MTOE/TDA is used.

c. Not-Available Roster.

(1) Verify DEPLOY codes, paying particular attention to R1, R2, B1, and P1.

CODE	REASON NOT AVAILABLE
A1*	Hospitalized/Convalescent
A2*	Postpartum/Prenatal
A3*	Uncleared P3/4 Profile
A4*	Needs Emergency Dental Care
A6*	Temp Profile (cannot perform)
A8*	Expired HIV Test
A9*	No Dental Record/PANOREX
B1*	Not Completed IADT (enlisted)
B2*	Not Completed IADT (officer)
C1*	Sole Surviving Family Member
C3*	Family Care Plan Incomplete
D1*	Legal Processing/Arrest/Confine
D1*	Pending Court Action
F1*	Under Criminal Investigation
K1	Conscientious Objector
N3*	Assigned, Not Joined (from AC)
N3*	Commander's Restriction
P1	Absent Without Leave
P1	Deceased
P1	HIV Positive
P1	Pending Discharge/Separation
P1	Unsatisfactory Participant
P3	Less Than Seven Days to ETS
R1	SMP Cadet
R2	Deployed w/Unit of Attachment
*requires date restriction ends	
other SIDPERS codes are deployable	
Table B-2. Deployability Codes	

(2) Ensure DEPLOY END dates are in the future.

(3) Ensure the reason is annotated for soldiers with a code of N3 or P1.

(4) Ensure that reasons are consistent with the NONDEPS entry on PC ASORTS.

d. Available Roster.

(1) Ensure soldiers without position numbers are either designated as excess, assigned to management position number 9993, or have an ATRRS completion date entered.

(2) Ensure ATRRS completion dates are future dates.

(3) Ensure soldiers are not double slotted.

(4) Ensure soldiers with low attendance are not unsatisfactory participants. Move identified unsatisfactory participants to the Not-Available Roster.

**The 90th RSC requires that a roster of soldiers who are not available for deployment will accompany the USR.**

**Soldiers who are not available because of an incomplete family care plan will be coded "C3" on the "Not-Available Roster."**

**Note: Unit commanders would also update the soldier's record in the RLAS, placing the code "C3" into the "deployability" field for those soldiers with no individual family care plan, but who should have one.**

SGPER computations on PC ASORTS.

l. Ensure that subjective qualifications are addressed in the Personnel Remarks card on PC ASORTS.

m. Ensure MOSs entered in the 2RQPER card on PC ASORTS are five digits, and that zeros were used for digit four and five in officer shortages, digit five in enlisted shortages.

n. HQ, 90th RSC, DCSPER will:

(1) Count the number of vacant positions on the UMR. Enter the number on the UMR Summary under total vacancies.

(2) Separate the UMR Summary from the UMR. Retain the UMR for DCSPER use.

(3) Complete the DCSPER portion of the Unit Status Report Verification format.

## FAMILY CARE PLAN COUNSELING CHECKLIST

For use of this form, see AR 600-20; the proponent agency is ODCSPER

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. Section 3013, Secretary of the Army: Army Regulation 600-20, Army Command Policy and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE:** To emphasize to soldiers the significance of their responsibilities to the military service and their family members while performing required military duties.

**ROUTINE USES:** None.

**DISCLOSURE:** Mandatory; Failure to maintain a Family Care Plan could subject the soldier to separation, administrative action, or disciplinary action under the UCMJ.

Careful planning is required to ensure adequate care of family members while performing required military duties. Pregnant soldiers, single parents, and dual-military couples with family members will be counseled in accordance with AR 600-20. The soldier and the commanding officer (or designated representative) will initial each item on the checklist.

PART I - ACTIVE ARMY AND RESERVE COMPONENT	SOLDIER	COMMANDER
A. I am receiving Family Care Plan counseling by my commander (or designated representative) because my current family status is:		
1. A pregnant soldier who:		
a. Has no spouse; is divorced; widowed, or separated; or is residing without her spouse.		
b. Is married to another service member of AC or RC of any service (Army, Air Force, Navy, Marines, Coast Guard).		
2. A soldier who has no spouse; is divorced, widowed, or separated or is residing apart from his/her spouse; who has joint or full legal and physical custody of one or more family members under age 18 or who has adult family members incapable of self-care regardless of age.		
3. A soldier who is divorced (not remarried) and who has liberal or extended visitation rights by court decree which would allow family members to be solely in the soldier's care in excess of 30 consecutive days.		
4. A soldier whose spouse is incapable of self-care or is otherwise physically, mentally, or emotionally disabled so as to require special care or assistance.		
5. A soldier categorized as half of a dual-military couple of the AC or RC of any service (Army, Air Force, Navy, Marines, Coast Guard) who has joint or full legal custody of one or more family members under age 18 or who has adult family members incapable of self-care regardless of age.		
B. I understand that I must arrange for the care of my family member(s) so as to be: (1) Available for duty when and where the needs of the Army dictate; (2) Able to perform my assigned military duties without interference of family responsibilities.		
C. I have been counseled on the importance of:		
1. Selecting qualified, reliable, and stable guardians (temporary and long-term), whom I would have no reservations about entrusting the sole care of my family members, and who are both capable and willing to care for them in my absence.		
2. Providing maximum information to guardians on the full extent of their responsibilities and on procedures for gaining access to military/civilian facilities, services, entitlements and benefits on behalf of my family member(s).		
3. Providing all necessary documentation and financial support so that the designated guardians have everything necessary to act in that capacity.		
D. I understand that designated guardians must be able to assume responsibility for my family member(s) during any periods of absence to include: during duty hours, alerts, field duty, roster duty, TDY, deployments, AT, MUTAs, ADT, or in the event of hospitalization, or other periods of absence for military duty, emergencies or unexpected circumstances.		
E. I understand that I am fully responsible for making all necessary arrangements (housing, educational, legal, transportation, financial, religious, special, etc.) to ensure a smooth, rapid turnover of family member care responsibilities in case the plan is implemented.		
F. I understand that I must initiate legal documentation such as the power of attorney for guardianship (DA Form 5841-R) which will authorize guardian(s) to act in loco parentis; to perform any and all acts as fully to all intents and purposes as I might or could if personally present; to authorize for the care and treatment of my family member(s) regardless of whether on an emergency basis, or for routine care, including all major surgery deemed necessary by a duly licensed staff physician at any military or civilian hospital; to register my child (ren) in school, and to grant or to withhold permissions as my attorney shall deem appropriate.		
G. I understand that designated guardians must submit notarized certificates of acceptance (DA Form 5840-R) agreeing to accept full responsibility for my family member(s); attesting that they have received all necessary and essential documents; and attesting to the fact that they have been provided information on how to gain access to military/civilian facilities, services, entitlements and benefits on behalf of my family member(s).		

PART I - ACTIVE ARMY AND RESERVE COMPONENT <i>(Continued)</i>	SOLDIER	COMMANDER
H. I understand that I must maintain in my Family Care Plan, a DD Form 1172 for each family member to ensure the issue/renewal of Uniformed Services Identification Cards in my absence.		
I. I understand that my Family Care Plan must be updated and recertified by my commander at least annually <i>(more often if required by my commander or mission of my unit)</i> , or in the event of any change in my family status, guardians, legal custody, duty station, etc.		
J. I understand that it is strongly encouraged <i>(though not mandatory)</i> that I ensure that I have an updated will which specifies my desires concerning custody of my family member <i>(s)</i> in the event of my death.		
K. I understand that there are voluntary and involuntary procedures for my separation from military service when my parental responsibilities interfere with the performance of my military duties.		
L. I understand that I will receive no special consideration in duty assignments or duty stations based on my responsibility for my family member(s) unless enrolled in the Exceptional Family Member Program <i>(EFMP)</i> in accordance with AR 608-75.		
M. I understand that I am fully responsible for all transportation arrangements and costs pertaining to transportation of family member <i>(s)</i> to guardian or guardian to dependent family member <i>(s)</i> .		
N. If I am assigned OCONUS, I understand that I must identify an escort for my family member <i>(s)</i> in the event that Noncombatant Evacuation Operations <i>(NEO)</i> are put into effect.		
O. If NEO procedures are not initiated at the time I am required to implement my Family Care Plan, I understand that I may request the opportunity to personally escort my family member(s) back to CONUS if time and the nature of the military situation permits, and my commander approves. I also understand that I may request approval for the designated guardian to reside in my government quarters in my absence. I further understand that the Army will not be responsible for reimbursement of any travel costs incurred by the guardian or escort unless they are otherwise eligible under their own military family member status.		
P. I understand that members of a dual-military couple may submit the same basic Family Care Plan to both commanders, provided that neither military member is identified as the long-term guardian in the plan. The original Family Care Plan will be maintained by the commander of the military member least likely to deploy, with a copy of the DA Form 5305-R forwarded to the spouse's commander. If both military members are equally likely to deploy, the original will be filed with the Army member's commander and a copy with the commander of the other service. If both are Army members and equally likely to deploy, it is inconsequential which commander has the original, so long as both commanders have copies in the unit files.		
Q. I understand that I should provide letters of instruction outlining all special arrangements and instructions the guardians or escort should be aware of <i>(See Figure 5-4, AR 600-20)</i> .		
R. I have received copies of all the required forms and documentation, and know whom to contact in the event I have additional questions or need additional assistance in preparing the Family Care Plan.		
S. I understand that I must submit the complete Family Care Plan with all attendant documents to my commander within the time limits specified by my commander <i>(or designated representative)</i> :  <input type="checkbox"/> AA 30 days from date of this counseling session. <input type="checkbox"/> RC 60 days from date of this counseling session.		
T. I understand that it is my responsibility to notify my commander in advance if I am aware of any circumstances beyond my control that might prevent me from meeting the submission deadlines. The commander is authorized to grant a one-time extension of 30 days based on extenuating circumstances.		
<b>PART II - ACTIVE ARMY AND RC SERVING ON ACTIVE DUTY</b>		
Policies, Provisions, Entitlements, Benefits, and Services:		
A. Policies governing deletion or deferral from assignment instructions because of personal reasons. See Chapter 3, AR 614-200 <i>(AA enlisted)</i> or Chapter 6, AR 614-100 <i>(AA officers)</i> or AR 135-91 <i>(RC)</i> .		
B. Policies governing reassignment eligibility. All soldiers are expected to serve CONUS and OCONUS tours <i>(including unaccompanied tours)</i> . The needs of the Service provide the basis for selecting a soldier for reassignment in accordance with AR 614-30, AR 614-200, and AR 614-100.		
C. Entitlements to assignment of government or pay of basic allowances for quarters. See Chapter 10, AR 210-50.		
D. Policies governing entitlement to basic allowance for subsistence, application procedures, and payment. These are contained in Chapter 1, part 3, AR 37-104-3; and Chapter 20, DoD Military Pay and Allowances Entitlements Manual.		
E. Provisions for applying for concurrent travel of family members when alerted for overseas movement Approved joint domicile assignments do not constitute authority to move family members to the overseas command at government expense. Application for family member travel must be made in accordance with AR 55-46.		

PART II - ACTIVE ARMY		SOLDIER	COMMANDER
F. Eligibility requirements for shipment of household goods to the next permanent duty station at government expense. See Chapter 4, AR 55-71 and Part D, Chapter 5, Volume 1, Joint Federal Travel Regulation (JFTR).			
G. The entitlement to government paid transportation of family members to the next permanent duty station. See Chapter 9, AR 37-106 and Part C, JFTR. Transportation allowances for dependent family member movement will be paid for under the following conditions:			
1. If traveling in a PCS status between CONUS permanent duty stations. However, family members are not authorized to move to or from TDY stations at government expense.			
2. If traveling to, from, or between OCONUS duty stations in PCS status provided tour length requirements have been satisfied. See Section III, Chapter 1, AR 55-46 regarding tour length requirements to qualify for family member movement to, from and between overseas areas.			
H. The status of noncommand sponsored family members in the overseas command. See paragraph 1-17, AR 55-46.			
I. Services provided by the Army Community Services (ACS) regarding financial planning. See chapter 9, AR 608-1.			
J. Services available from Personal Assistance Points at major points of embarkation in the CONUS.			
K. Maternity counseling for pregnant single soldiers on the costs of child bearing and raising.			
L. Provisions of CHAMPUS.			
PART III - MILITARY SPOUSE AND SPOUSE'S COMMANDER CERTIFICATION			
A. <b>Military spouse:</b> <i>We have been counseled on our responsibilities to the military service and our family member (s.)</i>			
1. SIGNATURE OF SPOUSE		2. DATE (YYYY/MM/DD)	
3. TYPED OR PRINTED NAME OF SPOUSE		4. SSN	
B. <b>Spouse's commander:</b> <i>I have provided counseling for the military spouse assigned to my unit concerning Family Care Plan requirements.</i>			
1. SIGNATURE OF SPOUSE'S COMMANDER		2. DATE (YYYY/MM/DD)	3a. UNIT ADDRESS
4. TYPED OR PRINTED NAME OF SPOUSE'S COMMANDER		b. E-MAIL ADDRESS	
PART IV - SOLDIER AND COMMANDER CERTIFICATION			
A. <b>Soldier:</b> <i>I have been counseled on my responsibilities to the Army and to my family member (s).</i>			
1. SIGNATURE OF SOLDIER		2. DATE (YYYY/MM/DD)	
3. TYPED OR PRINTED NAME OF SOLDIER		4. SSN	
B. <b>Soldier's commander:</b> <i>I have provided counseling to the soldier on his/her responsibilities to the military service and to his/her family member (s).</i>			
1. SIGNATURE OF SOLDIER'S COMMANDER		2. DATE (YYYY/MM/DD)	3a. UNITED ADDRESS
4. TYPED OR PRINTED NAME OF SOLDIER'S COMMANDER		b. E-MAIL ADDRESS	

## FAMILY CARE PLAN

For use of this form, see AR 600-20; the proponent agency is DCSPER

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. Section 3013, Secretary of the Army: Army Regulation 600-20, Army Command Policy and E.O. 9397 (SSN)

**PRINCIPAL PURPOSE:** To emphasize to soldiers the significance of their responsibilities to the military service and their family members while performing required military duties.

**ROUTINE USES:** None

**DISCLOSURE:** Mandatory; Failure to maintain a Family Care Plan could subject the soldier to separation, administrative action, or disciplinary action under the UCMJ.

### PART I - SOLDIER'S FAMILY CARE

<p>A. I was counseled on _____ (date), and fully understand the policy on family member care responsibilities. I understand that I must arrange for care of my family members, remain available for deployment and training, and report for duty as required without interference of responsibility for family members. I assume responsibility for all obligations for such things as child care, food, adequate housing, transportation, and emergency needs of my family members regardless of age.</p>	INITIALS															
<p>B. I have made and will maintain arrangements for the care of my family members during all the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">1. Duty</td> <td style="width: 33%;">6. Temporary Duty</td> <td style="width: 33%;">11. Deployment</td> </tr> <tr> <td>2. Exercises/field duty</td> <td>7. Unit Training Assembly</td> <td>12. Other Military Duty</td> </tr> <tr> <td>3. Permanent Change of Station</td> <td>8. Active Duty Training</td> <td>13. Emergencies</td> </tr> <tr> <td>4. Alerts</td> <td>9. Unaccompanied Tours</td> <td>14. Leave/non-duty Time</td> </tr> <tr> <td>5. Annual Training</td> <td>10. Mobilization</td> <td></td> </tr> </table>	1. Duty	6. Temporary Duty	11. Deployment	2. Exercises/field duty	7. Unit Training Assembly	12. Other Military Duty	3. Permanent Change of Station	8. Active Duty Training	13. Emergencies	4. Alerts	9. Unaccompanied Tours	14. Leave/non-duty Time	5. Annual Training	10. Mobilization		
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5. Annual Training	10. Mobilization															
<p>C. I understand the importance of ensuring the proper care for my family members, and ensuring my own readiness and deployability as well. I further understand that in light of the critical nature of both these requirements:</p>																
<p>1. Failure to make and maintain adequate family member care arrangements in accordance with the Army's policy is grounds for disciplinary action or separation.</p>																
<p>2. Nonavailability for worldwide assignment and/or unit deployment may lead to my separation from the Army.</p>																
<p>3. If arrangements for the care of my family members fail to work, I am not automatically excused from prescribed duties, unit deployment, or reassignment.</p>																
<p>4. If I fail to maintain a Family Care Plan or provide false information regarding my plan, I am subject to separation, administrative action, or disciplinary action under UCMJ.</p>																
<p>5. I must maintain an up-to-date Family Care Plan and revise my Plan when circumstances change. I understand that Family Care Plans may be tested at the discretion of the commander.</p>																
<p>6. I will receive no special consideration in duty assignments or duty stations based on my responsibilities for my family members unless enrolled in the Exceptional Family Member Program (EFMP) in accordance with AR 600-75.</p>																
<p>D. I have made all necessary arrangements (legal, educational, financial, religious, special, etc.) to ensure a smooth, rapid turnover of family member care responsibilities in case this plan is implemented.</p>																
<p>E. I have arranged for necessary travel required to transfer my family members to a designated person. If my principal designee is not in the local area, I have arranged with a nonmilitary person in the local area to assume temporary guardianship of my family members until they are transferred to my principal care designee, or that designee arrives to assume responsibility for their care.</p>																
<p>F. A copy of DA Form 5841-R (Power of Attorney) or equivalent documents and a copy of DA Form 5840-R (Certificate of Acceptance as Guardian) for each escort or guardian whether temporary or long-term is attached to this plan.</p>																
<p>G. The following additional required documents are completed, included in this plan, and will be put into effect as part of my Family Care Plan.</p>																
<p>1. DD Form 1172 (Application for Uniformed Services Identification Card) for each family member whether they have a currently valid ID card or not.</p>																
<p>2. DD Form 2558 (Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel) or other proof of financial support for expenses incurred by guardian and family members.</p>																
<p>3. Copies of Letters of Instruction (which have been forwarded to designated escorts or guardians along with powers of attorney and other pertinent documents), outlining all special instructions concerning the care of my family members have also been included in my Family Care Plan.</p>																
<p>H. I have thoroughly briefed escorts and guardians on the full extent of their responsibilities and on procedures for gaining access to military/civilian facilities, services, entitlements and benefits on behalf of my family members.</p>																
<p>I. I am confident that my Family Care Plan is workable, and to the best of my knowledge, the guardian (s) and escort (s) I have designated will be both willing and able to carry out the responsibilities of caring for my family members.</p>																

### PART II - DESIGNATION OF GUARDIANS/ESCORTS

<p>A. I (We) have designated the following temporary guardian to care for my (our) family member (s) until responsibility is transferred to escort or principal (long-term) guardian.</p>	
<p>1. TYPED OR PRINTED NAME</p>	<p>2a. COMPLETE ADDRESS (Including Street, Apartment Number, P.O. Box Number, Rural Route Number, City, State, and ZIP + 4 where applicable)</p>
<p>3. TELEPHONE NUMBER (Include Area Code)</p>	<p>2b. E-MAIL ADDRESS</p>

B. I (We) have designated the following individual(s) as principal long-term guardian(s) for my (our) family member (s). The designated guardian(s) reside in the continental United States or United States territories.

1. TYPED OR PRINTED NAME	2a. COMPLETE ADDRESS (Including Street, Apartment Number, P.O. Box Number, Rural Route Number, City, State, and ZIP + 4 where applicable)
3. TELEPHONE NUMBER (Include Area Code)	2b. E-MAIL ADDRESS

C. I (We) have designated the following individual(s) as escort for my(our) family member(s) if evacuation from OCONUS becomes necessary (applies only to persons assigned OCONUS):

1. TYPED OR PRINTED NAME	2a. COMPLETE ADDRESS (Including Street, Apartment Number, P.O. Box Number, Rural Route Number, City, State, and ZIP + 4 where applicable)
3. TELEPHONE NUMBER (Include Area Code)	2b. E-MAIL ADDRESS

**PART III - DUAL MILITARY COUPLES ONLY  
MILITARY SPOUSE AND COMMANDER CERTIFICATION**

A. Spouse: We have made arrangements and will maintain arrangements for the care of our family member (s) in all circumstances required by our commitment to the military and our family.

1. SIGNATURE OF SPOUSE						2. DATE (YYYY/MM/DD)					
3. TYPED OR PRINTED NAME OF SPOUSE						4. SSN					
5. Recertification		a. INIT.	DATE	b. INIT.	DATE	c. INIT.	DATE	d. INIT.	DATE	e. INIT.	DATE

B. Commander: I have counseled the military spouse assigned to my unit, reviewed the Family Care Plan, and I am satisfied that the members have made adequate family care arrangements.

1. SIGNATURE OF COMMANDER				2. DATE		3. UNIT ADDRESS					
4. TYPED OR PRINTED NAME OF COMMANDER											
5. Recertification		a. INIT.	DATE	b. INIT.	DATE	c. INIT.	DATE	d. INIT.	DATE	e. INIT.	DATE

**PART IV - SOLDIER AND COMMANDER CERTIFICATION**

A. Soldier: I (We) have made arrangements and will maintain arrangements for the care of my (our) family member(s) in all circumstances required by my (our) commitment to the military and my (our) family.

1. SIGNATURE OF SOLDIER						2. DATE (YYYY/MM/DD)					
3. TYPED OR PRINTED NAME OF SOLDIER						4. SSN					
5. Recertification		a. INIT.	DATE	b. INIT.	DATE	c. INIT.	DATE	d. INIT.	DATE	e. INIT.	DATE

B. Commander: I have reviewed the Family Care Plan, and I am satisfied that the members have made adequate family care arrangements that will allow for a full range of military duties and for worldwide availability as defined here.

1. SIGNATURE OF COMMANDER				2. DATE		3. UNIT ADDRESS					
4. TYPED OR PRINTED NAME OF COMMANDER											
5. Recertification		a. INIT.	DATE	b. INIT.	DATE	c. INIT.	DATE	d. INIT.	DATE	e. INIT.	DATE

**CERTIFICATE OF ACCEPTANCE AS GUARDIAN OR ESCORT**

For use of this form, see AR 600-20; the proponent agency is ODCSPER

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. Section 3013, Secretary of the Army: Army Regulation 600-20, Army Command Policy and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE:** Guardian's agreement to care for a soldier's child(ren) in his or her absence.

**ROUTINE USES:** None.

**DISCLOSURE:** Voluntary; However, failure to provide all the requested information could lead to rejection of a soldier's Family Care Plan.

I \_\_\_\_\_ was provided an original DA Form 5841-R  
(Power of Attorney) or other legally sufficient authority naming me as guardian/escort for:

NAME (s) / AGE (s) OF FAMILY MEMBERS

NAME (s)	AGE (s)

family members of:

NAME (s)	SSN (s)

I agree to accept responsibility for these family members. I have received all necessary documents required to provide financial, medical, educational, quarters, and subsistence support for these family members. I have been briefed on procedures for accessing military/civilian facilities, services, benefits, and entitlements on behalf of these family members.

TYPED OR PRINTED NAME OF GUARDIAN		ADDRESS (Include ZIP Code)
SIGNATURE	DATE (YYYY/MM/DD)	
TELEPHONE NUMBER (Include Area Code)		E-MAIL ADDRESS

**NOTARY:**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_

\_\_\_\_\_

*(Notary Public)*

My commission expires:

**POWER OF ATTORNEY**

For use of this form, see AR 600-20; the proponent agency is DCSPER

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. Section 3013, Secretary of the Army: Army Regulation 600-20, Army Command Policy.

**PRINCIPAL PURPOSE:** To designate a guardian to care for your child (*ren*) in your absence.

**ROUTINE USES:** None.

**DISCLOSURE:** Mandatory; failure to maintain a Family Care Plan could subject you to separation, administrative action, or disciplinary action under the UCMJ.

**KNOW ALL PERSONS BY THESE PRESENTS:**

That I, \_\_\_\_\_, Social Security Number \_\_\_\_\_, of the state of \_\_\_\_\_, a member of the United States Armed Forces, currently residing in \_\_\_\_\_, pursuant to Military Orders, do hereby appoint \_\_\_\_\_, presently residing at \_\_\_\_\_, my true and lawful attorney-in-fact to do the following acts or things in my name and in my behalf:

To assume and maintain guardianship of my child(*ren*), \_\_\_\_\_ ;

to do all acts necessary or desirable for maintaining health, education, and welfare; and to maintain customary living standards, including, but not limited to, provision of living quarters, food, clothing, medical, surgical and dental care, entertainment and other customary matters; and, specifically, to approve and authorize any and all medical treatment deemed necessary by a duly licensed physician and to execute any consent, release or waiver of liability required by medical or dental authorities incident to the provision of medical, surgical or dental care to any of them by qualified medical or dental personnel.

I hereby give and grant individually unto my said attorney full power and authority to do and perform all and any act, deed, matter and thing whatsoever in and about any of the aforementioned specified particulars as fully and effectually to all intents and purposes as I might and could do in my own person if personally present; and in addition thereto. I do hereby ratify and confirm each of the acts of my aforesaid attorneys lawfully done pursuant to the authority herein above conferred.

**I HEREBY AUTHORIZED MY ATTORNEY TO INDEMNIFY AND HOLD HARMLESS ANY THIRD PARTY WHO ACCEPTS AND ACTS UNDER OR IN ACCORDANCE WITH THIS POWER OF ATTORNEY.**

I intend for this to be a DURABLE Power of Attorney. This Power of Attorney will continue to be effective if I become disabled, incapacitated, or incompetent.

I authorize by attorney-in-fact to hire legal counsel in order to carry out the provisions of this document or determine the existence of legal requirements, such as required filing or placement of notices, which may affect the validity of this document.

**I HEREBY RATIFY ALL THAT MY ATTORNEY SHALL LAWFULLY DO OR CAUSE TO BE DONE BY THIS DOCUMENT.**

This Power of Attorney shall become effective when I sign and execute it below. Further, unless sooner revoked or terminated by me, this Power of Attorney shall become NULL and VOID on \_\_\_\_\_.

Notwithstanding my inclusion of a specific expiration date herein, if on the above-specified expiration date, or during the sixty (60) day period preceding that specified expiration date, I should be or have been determined by the United States Government to be in a military status of "missing," "missing in action," or "prisoner of war," then this Power of Attorney shall remain valid and in full effect until sixty (60) days after I have returned to United States military control following termination of such status UNLESS OTHERWISE REVOKED OR TERMINATED BY ME.

IN WITNESS WHEREOF, I sign, seal, declare, publish, make and constitute this as and for my Power of Attorney in the presence of the Notary Public witnessing it at my request this date \_\_\_\_\_, State of \_\_\_\_\_, County of \_\_\_\_\_.

I, the undersigned, certify that I am a fully commissioned, qualified, and authorized notary public. Before me personally, within the territorial limits of my warrant of authority, appeared \_\_\_\_\_,

\_\_\_\_\_ who is known by me to be the person who is described herein, whose name is subscribed to, and who signed the Power of Attorney as grantor, and who, having been duly sworn, acknowledged that this instrument was executed after its contents were read and duly explained, and that such execution was a free and voluntary act and deed for the uses and purposes herein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and affix my seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
GRANTOR'S SIGNATURE

**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My commission expires: \_\_\_\_\_

## SPECIAL INSTRUCTIONS RELATED TO EXECUTION OF POWERS OF ATTORNEY

The DA Form 5841-R is a special power of attorney (*POA*) that may be used to authorize a person to take care of your child (*ren*) in your absence. It is important that you understand that you are not required to use **this** POA for your Family Care Plan. You may seek legal assistance to have a different POA drafted that better provides for your family members if you so desire. You must also understand that depending on the law or other requirements where your child (*ren*) will be living, a POA may not always be effective for your designated guardian to care for your child (*ren*) under any or all circumstances. You may seek legal assistance to advise you about the effectiveness of DA Form 5841-R, other POAs or any other matters in your Family Care Plan.

It is very important that the following persons be shown the POA or other appropriate documentation for the purpose of determining whether they will honor it:

Doctors, dentists, and hospital officials or other health care providers who may be called upon to treat your child (*ren*).

Any school officials or other officials who may need your permission to provide services for your child(*ren*) or register your child (*ren*) in school.

If the persons identified above will not honor the POA, you must ask to be provided powers of attorney or other documents that will be honored. You should show this POA or other documentation to all facilities, institutions, and individuals to ensure they will recognize it for the purposes you have intended.

You must understand that a POA will **not** prevent another person, such as a non-custodial parent or relative of your child (*ren*), from petitioning a court of competent jurisdiction to obtain temporary or permanent custody of your children.