



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX
BUILDING 5518 SEVER AVENUE
JOINT BASE McGUIRE-DIX-LAKEHURST, NJ 08640-7226

AFRC-RTC-ND

14 May 2015

MEMORANDUM FOR NCO Academy Personnel

SUBJECT: Policy Letter 8 Family Care Plan

1. References:

- a. AR 600-20, Army Command Policy, 6 Nov 2014.
- b. AR 635-200, Active Duty Enlisted Administrative Separation, 6 Jun 05 (RAR 003, 6 Sep 11).

2. Purpose: To ensure proper and adequate care of dependent family members, and to allow Soldier the ability to meet their military obligations.

3. Background: All single, divorced, legally or geographically separated Soldiers, or dual military couples with dependent family members are required to have a Family Care Plan (FCP). The FCP ensures dependent family members are properly and adequately cared for when the Soldier is prevented from caring for their families due to their military requirements.

4. Discussion:

a. It is the responsibility of each Soldier to notify their leadership when a family situation occurs that places them in one of the above categories. Soldiers in one of the categories will schedule an appointment for FCP counseling with the First Sergeant and Deputy Commandant. The S-1 section will provide all required forms.

b. Soldiers have thirty days to complete the packet and return it to the S-1/personnel section. Failure to provide a completed FCP may result in separation action.

c. The FCP may be executed when conditions warrant and family care is necessary due to the Soldiers required absence. Conditions that could warrant implementation of the plan due to the Soldier's absence include but are not limited to, deployment and extended training events. The appropriate military or civilian authorities will obtain care for dependent family members when operational mission or security considerations prevent the Soldier from implementing the plan.

5. FCP Review. Soldiers will review their FCP annually during their birth month audit. The Soldier is responsible to provide supporting documentation for changes to the current plan. The Commandant may test the FCP implementation at any time.

AFRC-RTC-ND

SUBJECT: Policy Letter 8 Family Care Plan

6. Non-compliance Consequences. Soldiers failing to provide an adequate Family Care Plan will be subject to a Bar to Re-enlistment or involuntary separation proceedings at the Commands discretion.

7. Point of contact is the First Sergeant at 609-562-2239.

KIMBERLY K. KEMPER
CSM, USA
Commandant