



Family Care Plan (FCP)

User Role

Current as of: 16 Jan 2018



Family Care Plan

Overview

- A new module has been added to the “Personal Updates” section within MOL that enables users to complete a Family Care Plan through MOL.
- After the completion of the Marine’s electronic Family Care Plan, the applicable Caregiver designation will be recorded in MCTFS.



Family Care Plan

- Users creating a Family Care Plan will log on to MOL and select “Personal Info” from the top menu
- Users are able to access the “Family Care Plan(FCP)” link located under the “Personal Updates” section

The screenshot displays the MISSA interface. At the top, a navigation bar includes links for Home, Unit Leaders, HQMC, Reports, MOL Management, System Support, A Few Good... Links, and Users Manual. Below this, a secondary menu highlights 'Personal Info' and includes links for MyEPAR, Leave/Liberty, Tools, Locator, My Account, My Messages, My Permissions, and My OMPF.

The main content area is divided into two sections:

Personal Reports: This section lists various reports available for viewing, including Annual Retirement Credit Report (ARCR), Awards, Basic Individual Record (BIR), Basic Training Record (BTR), Blended Retirement System (BRS) / Thrift Savings Plan (TSP), Career Retirement Credit Report (CRCR), Career Status Bonus (CSB), Chronological Record, Education, Family Care Plan (FCP), Individual Medical Record, Operational Cultural Information, Pay and Leave Summary, PersTempo, Personal Statement of Military Compensation (PSMC), Record of Emergency Data (RED), Rank/MOS, and Reserve Drill Summary.

Personal Updates: This section lists updates available for both viewing and updating. The 'Family Care Plan (FCP)' link is highlighted with a blue box. Other updates include Foreign Travel, Gas Mask and Helmet, Outbound Interview, Personnel Accountability Information, Race/Ethnic, Religion, Self-professed Language Skills, Travel Voucher, and Update Record of Emergency Data.

Update History: This section lists 'Current Requests' and 'Previous Requests'.



Family Care Plan

- Each time a user creates a new Family Care Plan they will be prompted to review the Privacy Act Statement.
- Each check box listed under the “Service Member’s Acknowledgement” must be selected before the “Next” option is made available.

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for the collection of information on this electronic form.

AUTHORITY: 10 U.S.C. 5013; 10 U.S.C. 5041; 10 U.S.C. 1588; DODI 1342.19; MCO 1740.13; and SORN M01040-3.

PURPOSE: To provide documentation of the designated caregivers that are willing and able to provide care to Service Member dependents during unplanned contingencies. NOTE THAT THIS TOOL WILL NOT BE USED TO COMMUNICATE CASUALTY NOTIFICATION OR ASSISTANCE INFORMATION.

ROUTINE USES: Information will be accessed by command personnel with a need to know in order to contact designated caregivers. The DoD ‘Blanket Routine Uses’ that appear at the beginning of the Department of the Navy’s compilation of System of Records Notices may also apply.

DISCLOSURE: Mandatory. Per MCO 1740.13, it is mandatory for all Service Members with dependents to complete the Family Care Plan. For Service Members, MCO 1740.13 is a lawful order. Violations may result in disciplinary action under Article 92 of the Uniform Code of Military Justice (10 U.S.C. 47).

SERVICE MEMBER’S ACKNOWLEDGMENT

- I have been briefed and fully understand the policy on family member care responsibilities.
- I understand that I must designate short-term and long-term caregivers to care for my dependent family members when deployment or incapacitation prevents me (or the primary caregiver) from doing so.
- I understand that it is my responsibility to keep my Family Care Plan current and that my failure to comply with the provisions of MCO 1740.13 may result in disciplinary or administrative action by my command.
- I understand that I must re-certify my Family Care Plan annually, or when I have a change in dependent status, or when I PCS/PCA.
- I have discussed with my designated caregivers, all applicable special medical requirements including appointments, treatment regimens, equipment, and medications and provided required documents/authorizations.
- I have considered logistical issues including, but not limited to, relocation, education, language translators, care of home/personal property.
- I acknowledge that it is recommended that I have an up-to-date will.
- I have provided my designated caregiver(s) with clear instructions on financial arrangements to include, but not limited to, access to budget and financial institution point of contact.
- I have ensured that my designated caregivers’ information is listed on my child(ren)’s school emergency contact card.
- I understand that a copy of all Powers of Attorney (POA) or en Loco Parentis should be kept with my personal records and the original should be kept with the designee.
- I have discussed pending court cases for custody/visitation/support/other with legal counsel and have taken appropriate action.
- I understand that if my spouse is not the biological parent of any child identified in this plan, it is highly recommended that I consult with legal counsel, especially in those circumstances that require transport of my dependents across state lines of outside the Continental United States.
- I understand that failure to include the non-custodial biological or adoptive parent in the creation of my family care plan can undermine or even render it useless.

Exit

Next





Family Care Plan

- Users will then verify their dependent information for accuracy.
- Any errors with a member's dependent data will need to see their servicing IPAC to make the necessary corrections.
- All civilian users will need to make updates to dependent data through the Record of Emergency Data (RED) Update in MOL.
- After all data is reviewed, select the "Next" button.

Dependent Family Member Information

All dependent family members must be properly recorded within your MCTFS personnel record prior to submittal of a new/updated Family Care Plan. Limited update capability to the below information is available via the Personal Information, [RED Update](#) feature. Please allow 24-48 hours for updates to process within the MCTFS prior to continuing your Family Care Plan. If any of the below information is not correct and cannot be updated within RED Update, you must contact your administrative support office (adminIPAC) for appropriate action. As a MCL user you are encouraged to initiate any necessary administrative actions utilizing [MyEPAR](#).

Marital Status: M MARRIED **Nbr Depn Auth Travel: 2**

Service Spouse Code:
Service Spouse Date:

Name/Address	Travel Auth:	Y	Rel Cd	Sex Cd	DOB
JOHNSON AMY L 3232 MAIN STREET HAYFLOCK NC 64596			SP	F	19850607
Name/Address	Travel Auth:	Y	Rel Cd	Sex Cd	DOB
JOHNSON LAURA A 3232 MAIN STREET HAYFLOCK NC 64596			SD	F	20050105

Save/Exit Back Next





Family Care Plan

- Designation of Short-Term and Long-Term Caregivers must be completed for dependents in accordance with policy.
- Short-Term Caregivers must be able to assume care in 24 hours and up to 14 days.
- Long-Term caregivers must be able to assume care for the duration of your deployment or incapacitation.
- Select the “Edit” link to input caregiver information.

Designation of Short/Long-Term Caregivers

Short-Term Care
The Short-Term caregiver must be willing and able to assume care of the dependent family member within 24 hours and up to 14 days thereafter.

Long-Term Care
The Long-Term caregiver must be willing and able to assume care of the dependent family member within 24 hours and for as long as your deployment or incapacitation should require.

Designate as both Short-Term and Long-Term if the individual will be providing care within 24 hours and for a period extending beyond 14 days. Designate only Short-Term or Long-Term if this individual will be providing for one scenario but not both.

JOHNSON AMY L		Travel Auth: Y
<input type="checkbox"/>	Short-Term Caregiver: None	Edit ←
<input type="checkbox"/>	Long-Term Caregiver: None	Edit
JOHNSON LAURA L		Travel Auth: Y
<input type="checkbox"/>	Short-Term Caregiver: None	Edit ←
<input type="checkbox"/>	Long-Term Caregiver: None	Edit



Family Care Plan

- Drop down lists are provided in order to ensure accuracy and facilitate standardization when generating rosters.
- The county is auto generated after the User selects the city.
- The Secondary phone is optional and will default to the primary if left blank.
- After all the information is completed the User will select “Save”.

Edit Short-Term Caregiver

Designation for: **JOHNSON AMY L**

Name: PAUL JOHNSON

Relationship to Depn: FL - FATHER IN LAW

Street: 4242 ELM STREET

Country: UNITED STATES

State: ARKANSAS

City: JONESBORO

County: CRAIGHEAD

Zip: 64785

Primary Phone: 6364561234

Home Work Cell

Secondary Phone: (Optional)

Home Work Cell

Email: TRAINING@GMAIL.COM

Delete | Cancel | Save

A caregiver is an individual who is not a Service Member and is capable of self-care and care of dependent family members. Caregiver agrees to perform the duties of caregiver when the primary caregiver(s) are unable to do so due to deployment or incapacitation.

The FCP is not intended to replace routine family care arrangements, such as those used during normal training or garrison duties. Instead, the FCP will be executed during times when the primary caregiver(s) are unavailable due to deployment or incapacitation.

The type of care that the caregiver(s) will provide should be commensurate



Family Care Plan

- After each Caregiver's information is entered, users are returned to the "Designation of Short-Term/Long-Term Caregiver" page.
- These steps are repeated for each dependent that caregiver information is required.
- Steps on how to apply the same caregiver information to multiple dependents is on the next slide.

Designation of Short/Long-Term Caregivers

Short-Term Care
The Short-Term caregiver must be willing and able to assume care of the dependent family member within 24 hours and up to 14 days thereafter.

Long-Term Care
The Long-Term caregiver must be willing and able to assume care of the dependent family member within 24 hours and for as long as your deployment or incapacitation should require.

Designate as both Short-Term and Long-Term if the individual will be providing care within 24 hours and for a period extending beyond 14 days. Designate only Short-Term or Long-Term if this individual will be providing for one scenario but not both.

JOHNSON AMY L	Travel Auth: Y
<input type="checkbox"/> Short-Term Caregiver: PAUL JOHNSON (FL - FATHER IN LAW) 4242 ELM STREET, JONESBORO, AR 64578 6364561234 (H) 6364561234 (H) TRAINING@GMAIL.COM	Edit
<input type="checkbox"/> Long-Term Caregiver: None	Edit
JOHNSON LAURA L	Travel Auth: Y
<input type="checkbox"/> Short-Term Caregiver: None	Edit
<input type="checkbox"/> Long-Term Caregiver: None	Edit



Family Care Plan

- Users can check multiple boxes and apply the applicable information to multiple Caregivers under one or multiple dependents.
- This option can be used to input the same caregiver information for every dependent.

Designation of Short/Long-Term Caregivers

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The Short-Term caregiver must be willing and able to assume care of the dependent family member within 24 hours and up to 14 days thereafter.

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JOHNSON AMY L	Travel Auth: Y
<input type="checkbox"/> Short-Term Caregiver: PAUL JOHNSON (FL - FATHER IN LAW) 4242 ELM STREET, JONESBORO, AR 64578 6364561234 (H) 6364561234 (H) TRAINING@GMAIL.COM	Edit Apply to selected
<input checked="" type="checkbox"/> Long-Term Caregiver: None	Edit
JOHNSON LAURA A	Travel Auth: Y
<input type="checkbox"/> Short-Term Caregiver: None	Edit
<input type="checkbox"/> Long-Term Caregiver: None	Edit



Family Care Plan

- When assigning the same caregiver information to multiple dependents, ensure that the relationship to each dependent is correct.
- Caregiver information is not required to be the same for each dependent or for the Short and Long-Term Caregivers.
- Once all caregiver information has been inputted, the user can select “Next” at the bottom of the page to continue.

Designation of Short/Long-Term Caregivers

Short-Term Care
The Short-Term caregiver must be willing and able to assume care of the dependent family member within 24 hours and up to 14 days thereafter.

Long-Term Care
The Long-Term caregiver must be willing and able to assume care of the dependent family member within 24 hours and for as long as your deployment or incapacitation should require.

Designate as both Short-Term and Long-Term if the individual will be providing care within 24 hours and for a period extending beyond 14 days. Designate only Short-Term or Long-Term if this individual will be providing for one scenario but not both.

JOHNSON AMY L	Travel Auth: Y
<input type="checkbox"/> Short-Term Caregiver: PAUL JOHNSON (FL - FATHER IN LAW) 4242 ELM STREET, JONESBORO, AR 64578 6364561234 (H) 6364561234 (H) TRAINING@GMAIL.COM	Edit Apply to selected
<input type="checkbox"/> Long-Term Caregiver: PAUL JOHNSON (FL - FATHER IN LAW) 4242 ELM STREET, JONESBORO, AR 64578 6364561234 (H) 6364561234 (H) TRAINING@GMAIL.COM	Edit Apply to selected
JOHNSON LAURA A	Travel Auth: Y
<input checked="" type="checkbox"/> Short-Term Caregiver: PAUL JOHNSON (FL - FATHER IN LAW) ← 4242 ELM STREET, JONESBORO, AR 64578 6364561234 (H) 6364561234 (H) TRAINING@GMAIL.COM	Edit
<input type="checkbox"/> Long-Term Caregiver: MINDY PETERSON (GM - GRANDMOTHER) 6262, MARKED TREE, AR 22564 6361234564 (H) 6361234564 (H) TRAINING1@GMAIL.COM	Edit Apply to selected



Family Care Plan

- Review all caregiver and dependent information for accuracy.
- If there are any discrepancies or changes that need to be made, select the “Back” button and return to the previous screen(s) to make changes.
- Once all information is verified, include any amplifying information or comments to the Validating Official (optional) in the comments box.
- Once all the information has been completed, select “Submit”.

Review And Submit

CPL JOHNSON MIKE F

MARITAL STATUS: **M MARRIED** NBR DEPN AUTH TVL: **02**
 SVC SPOUSE CD:
 SVC SPOUSE DT:

DEPN SEQ	NAME/ADDRESS	TRVL AUTH	REL CD	SEX CD	DOB	LOCATION
1	JOHNSON AMY L	Y	SP	F	19850607	370492078

3232 MAIN STREET
 HAVELOCK NC 64596

Upon submission, your Family Care Plan will be in a status of pending review for action by an appointed Validating Official within your unit's organization. A Validating Official will review your Family Care Plan for adequacy / correctness and may accept your submission as is or return it to you for correction(s). Note: If you are TAD Excess, FAP, or a Reservist on ACDU greater than 30 days, your Family Care Plan will be assigned your parent unit (AD).

If the Validating Official returns your submission for correction(s), you will receive a notification within MOL. Review History / Comments for the Validating Official's reason for return and contact your unit leadership if amplifying guidance is required.

Upon acceptance by the Validating Official, your personnel record will be updated to reflect any changes to caregiver designations within 24 to 72 hours.

Enter comments for the Validating Official here. (Optional)

4000 characters remaining.

SERVICE MEMBER CERTIFICATION

I have reviewed my Family Care Plan and I am confident that I have made adequate family care arrangements that will allow for a full range of military duties and world-wide deployments. I have confirmed that the caregiver(s) listed above has accepted responsibility for the care of my dependent family members, including provisions for short and long-term separations.

Exit Back **Submit**

NAME: PAUL JOHNSON	REL TYPE: GP
ADDR: 4242 ELM STREET JONESBORO, AR 64578	
PHN 1 TYP/NBR: 6364561234 (H)	PHN 2 TYP/NBR: 6364875623 (C)
EMAIL: TRAINING@GMAIL.COM	
---LONG TERM CAREGIVER---	
NAME: MINDY PETERSON	REL TYPE: GM
ADDR: 6262 MARKED TREE, AR 22564	
PHN 1 TYP/NBR: 6361234564 (H)	PHN 2 TYP/NBR: 6361234564 (H)
EMAIL: TRAINING1@GMAIL.COM	



Family Care Plan

- After the Family Care Plan has been submitted, it can be viewed or pulled back from the Validating Official (prior to validation).
- Select “Exit” to return to the Personal Info page.
- The History/Comments section continues to update until the Family Care Plan has been validated.
- Once the Family Care Plan is validated, an MOL message is sent to the user.

FAMILY CARE PLAN SUBMITTED / PENDING VALIDATOR ACTION		
Do you wish to view your submitted plan , pull back your plan from the Validating Official , or exit ? ←		
History / Comments Tracking		
Date/Time	Contributor	Notes / History
20171130 / 0822	CPL JOHNSON MIKE F	Created new Family Care Plan.
20171130 / 0822	CPL JOHNSON MIKE F	Completed Privacy Act and Acknowledgment.
20171130 / 0822	CPL JOHNSON MIKE F	Viewed Marital and Dependent Information.
20171130 / 0859	CPL JOHNSON MIKE F	Exited FCP. Progress saved as draft.
20171130 / 0925	CPL JOHNSON MIKE F	Submitted for Validator review: No comment



Family Care Plan

- The navigation pane on the left side of the page enables users to navigate between pages after that section is completed.
- As the user moves through the Family Care Plan each link will be made visible.

My Family Care Plan

[Privacy Act / Acknowledgment](#)
[Verify Marital / Depn Info](#)
[Designate Caregivers](#)
[Review and Submit](#)

[History / Comments](#)



Family Care Plan

