



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 150TH SPECIAL OPERATIONS WING
KIRTLAND AFB, NEW MEXICO

MEMORANDUM FOR 150 SOW

FROM: 150 _____/CCF

SUBJECT: Dependent Care Program Review/Certification

1. All personnel, regardless of their family structure, must be informed and/or briefed annually on the provisions of AFI 36-2908, *Family Care Plans*. This memorandum constitutes your initial and/or annual briefing on dependent care responsibilities (custodial, medical, and/or legal).

2. Member will review the following and "check" the appropriate area(s) to indicate member status for family care arrangements per AFI 36-2908. In addition, member is responsible for ensuring dependent(s) information is current in DEERS and MilPDS.

a. ☐ Single parents who have custody of a child and bear sole or joint responsibility for the care of children under the age of 19 or others unable to care for themselves in the absence of the member.

b. ☐ Dual-military couples with dependents.

c. ☐ Married Service members with custody or joint custody of a child whose non-custodial biological or adoptive parent is not the current spouse of the Member, or who otherwise bear sole responsibility for the care of children under the age of 19 or for other unable to care for themselves in the absence of the member.

3. "Check" one of the below statements, which describes if an AF Form 357 is required.

a. ☐ I meet one or more of the requirements above. I understand I have **90 days** from this notice to complete and return an AF Form 357 and dependent information to my first sergeant.

b. ☐ I certify I do not meet any of the above requirements to require a Family Care Plan. I understand if my status changes I must contact my first sergeant/commander within 60 days.

Printed Name

Signature

Date

4. This letter supersedes all previous letters, same subject.

_____, MSgt, NMANG
First Sergeant, 150th Special Operations Wing