

## **Command Advisor on Pregnancy and Parenthood (CAPP) Checklist**

The primary responsibilities of the CAPP are to serve as an advisor to the command triad on all things P&P related and ensure Sailors receive the proper counseling and guidance to understand their responsibilities, rights, and resources afforded to them as parents in the Navy. This program aims to help Sailors better balance the demands of a naval career, and family plans and obligations.

✓	Checklist	Resource(s):
Reproductive Health Care, Non-Covered Reproductive Health Care		
	Contraception and Administrative Absence or Funded Travel for Non-Covered Assisted Reproductive Technology (ART)	<p><a href="#">Naval Contraceptive Clinics</a></p> <p><a href="#">TRICARE Contraception Chart</a></p> <p><a href="#">Fertility and Family Planning</a></p> <p><a href="#">Fertility Awareness Based Methods of Family Planning</a></p> <p><a href="#">Navigating Infertility as a Service Woman</a></p> <p><a href="#">Planning for Pregnancy? What You Should Know</a></p> <p><a href="#">Executive Order "Enforcing the Hyde Amendment"</a></p> <p><a href="#">UTD for MAP 08-25(I) - Reestablish Travel for Non-Covered Assisted Reproductive Technology (ART)</a></p> <p><a href="#">ALNAV 019/25</a></p> <p><a href="#">NAVADMIN 046/25</a></p> <p><a href="#">MyNavyHR Fact Sheet</a></p>

ALNAV 019/25 and NAVADMIN 046/25, "Administrative Absence or Funded Travel for Non-Covered Assisted Reproductive Technology" and "Navy Supplemental Guidance for Administrative Absence and Travel for Non-Covered Assisted Reproductive Technology", were released to establish policy for eligible Service members to receive either an administrative absence or funded travel and transportation allowances to obtain non-covered assisted reproductive technology (ART) that is unavailable within the local area of a Service member's permanent duty station.

An administrative absence of up to 21 days may be granted to active duty and reserve component members when on active-duty orders for 30 or more consecutive days, to receive, or to accompany a dual-military spouse or a dependent who receives non-covered ART as defined in ALNAV 019/25.

Service member's eligibility, reimbursement amounts, and procedures for travel allowances to obtain non-covered ART services will be provided in The Joint Travel Regulations. This policy does not apply to travel for covered procedures.

Commands are only required to provide a tracking report if funded travel was utilized for non-covered ART. The template is located on the Parenthood & Pregnancy MyNavyHR webpage.

Pregnancy Notifications, Detailing, Separations			
	Overview of the Navy's Pregnancy and Parenthood Guidelines	<a href="#">SECNAVINST 1000.10B</a> <a href="#">OPNAVINST 6000.1D</a>	Provides Navy administrative regulations concerning family planning for active duty and full-time support Sailors and the assignment, retention, separation, standards of conduct, and medical management of pregnancies and parenthood.
	Procedures in the event of perinatal loss (miscarriage or stillbirth), or neonatal demise (infant death 0 to 28 days following birth).	<a href="#">OPNAVINST 6000.1D</a> <a href="#">NAVADMIN 006/24</a> <a href="#">DGM 40115-2401</a> <a href="#">Understanding &amp; Recovering From Early Pregnancy Lost (BUMED)</a> <a href="#">DTM 23-003</a> <a href="#">NAVADMIN 091/23</a> <a href="#">DoDI 1327.06</a>	<p>In cases where the Service member has notified the command of pregnancy, the Service member's command authorities must be notified following a perinatal loss.</p> <p>A Service member's command authorities must also be notified in instances of a stillborn birth (loss of a fetus after 20 weeks gestational age), or neonatal demise (infant death 0 to 28 days following birth). Due to the sensitive nature of these events, the utmost discretion must be exercised to ensure Service member's privacy.</p> <p>In cases where a Service member experiences a miscarriage or give birth to a stillborn child(ren), the HCP may recommend a period of convalescent leave and waive participation in the physical readiness program (BCA and PRT) in accordance with Physical Readiness Program, Guide 8 and medical practice standards.</p> <p>Significant consideration should be given to the overarching emotional impact of loss when determining amount of convalescent leave granted. Convalescent leave is intended to provide time for appropriate recovery from a medical condition.</p> <p>In cases of stillbirth or miscarriage, both the pregnant Service member and their spouse may be authorized emergency leave. Birth parents and non-birth parents who experience neo-natal demise are authorized bereavement leave.</p> <p>In cases where Service members have executed their PCS to their operational deferment tour, they will be expected to complete their shore tour regardless of pregnancy status.</p> <p>If a Sailor has not executed their shore orders and has experienced a perinatal loss, sea duty activities are required to submit a termination of pregnancy tour requirement (DY) availability report. Upon receipt of the DY availability report, orders will be cancelled and</p>

			the Sailor will remain onboard the current activity through their normal PRD.
	Command Notification of Pregnancy	<a href="#">USD-PR Memorandum</a> <a href="#">ALNAV 017/23</a> <a href="#">NAVADMIN 058/23</a> <a href="#">OPNAVINST 6000.1D</a> <a href="#">BUMED Notice (Command Notification of Pregnancy)</a> <a href="#">SECNAVINST 1000.10B</a>	<p>ALNAV 017/23 and NAVADMIN 058/23, released in February, supersedes guidance in SECNAVINST 1000.10B and OPNAVINST 6000.1D.</p> <p>To provide Service members with appropriate privacy protections in the early months of pregnancy, Navy health care providers shall follow a presumption that they are not to disclose a Service member's pregnancy status to the member's command authorities prior to 20 weeks gestation unless there are special circumstances requiring earlier notification as outlined in Paragraph 4 of ALNAV 017/23.</p> <p>Examples of the appropriate points of contact would be: CFL, Command Deployability Coordinator, health care providers in instances where the health of the unborn child could be affected, or the CCC/detailer if the member is under hard copy orders.</p>
	Ensure Service member is counseled on roles, rights, and responsibilities via NAVPERS 1070/613 Admin Remarks	<a href="#">OPNAVINST 6000.1D</a>	Service member must sign acknowledging they have read and understood the regulations in OPNAVINST 6000.1D.
	Operational Deferment and Remain on Board Waiver options <i>(as applicable)</i>	<a href="#">SECNAVINST 1000.10B</a> <a href="#">OPNAVINST 6000.1D</a> <a href="#">NAVADMIN 006/24</a> <a href="#">DGM 40115-2401</a>	<p>Operational deferment (shore duty) orders will be written for a minimum of 24-months. Once shore orders are executed, Service members will be expected to complete their shore tour regardless of pregnancy status.</p> <p>Pregnant Service members may request a waiver to remain onboard operational commands for the duration of the pregnancy and post-partum period to include any convalescent and parental leave. This operational deferment waiver must include endorsements from the Service member, the CO or OIC, and the HCP.</p>
	Ensure a Pregnancy Availability message is submitted <i>(as applicable)</i>	<a href="#">NAVADMIN 006/24</a> <a href="#">DGM 40115-2401</a>	<p><b>Shore Units:</b> Pregnant Service members assigned to shore duty that are within 13-months of their Projected Rotation Date (PRD) may extend onboard their current command or move to another command within the geographic location to fill a valid manpower requirement.</p> <p>If there is not a suitable, valid manpower requirement meeting</p>

		<a href="#">MyNavyHR Availability Report Processing</a>  <a href="#">PERS-454 Active Duty Pregnancy</a>  <a href="#">MILPERSMAN 1300-1306</a>	<p>pregnant Sailors' needs, NPC will work to send Sailors to a command in a non-refillable excess position where continued community and/or rating development and mentorship is available.</p> <p><b>Operational Units:</b> Pregnant Sailors serving in a sea duty billet will receive operational deferment orders and be transferred to a shore duty billet to fill a valid manpower requirement, wherever possible. Sea duty activities are required to submit a reassignment due to pregnancy and post-partum availability report via Navy Standard Integrated Personnel System (NSIPS) for enlisted and via the community detailer for officers to include the following information:</p> <ul style="list-style-type: none"> <li>(a) 20th week of pregnancy date</li> <li>(b) Estimated date of delivery</li> <li>(c) Any factor(s) or limitation(s) that should be considered in the assignment process.</li> </ul> <p><b>Note:</b> Sailors may also request a waiver to remain onboard at an operational command with HCP and CO endorsement – see NAVADMIN 006/24 for more information.</p>
	Maternity Uniforms, Maternity Pilot Program, and Allowances	<a href="#">NAVPERS 15665J, Chapter 6, Section 7</a>  <a href="#">NAVADMIN 284/21</a>  <a href="#">Maternity Uniform Pilot Program (MPP)</a>	<p>Maternity uniforms are mandatory for pregnant Service members when regular uniforms no longer fit properly. Enlisted Service members can receive a maternity uniform clothing allowance upon presenting a Special Request Chit (NAVPERS 1336/3) and pregnancy notification to their PSD through their command's CPPA.</p> <p>The Maternity Uniform Pilot Program (MPP) is available to eligible Service members at no cost to the Service member. This program can be utilized by all Service members, regardless of rank, who have not received nor intend to receive a maternity clothing allowance.</p>
	Physical Readiness	<a href="#">OPNAVINST 6000.1D</a>  <a href="#">PFA Guide 8- Managing PFA Records for Pregnant Servicewomen</a>  <a href="#">USN Pregnancy &amp; Postpartum Physical Training &amp; Nutrition Guidebook</a>	<p>The Navy defines pregnancy status from the time pregnancy is confirmed by a military Health Care Provider (HCP) or civilian HCP, in cases of inaccessibility to a Military Treatment Facility (MTF), until the end of the 12 months following a qualifying birth event (QBE).</p> <p>Postpartum Service members are exempt from participating in an official PFA for 12-months following a qualifying birth event (QBE) or stillbirth. At the conclusion of their 12-month postpartum period, Service members are required to participate in the official PFA cycle once cleared by their HCP.</p>

		<a href="#">Postpartum Return to Duty Transition Guide</a>  <a href="#">NMSK Considerations During Pregnancy &amp; Postpartum</a>	
Types Leave, Family Care Plans, and Benefits			
	Convalescent Leave ( <i>as applicable to the birth parent</i> )	<a href="#">DTM 23-001</a>  <a href="#">NAVADMIN 008/23</a>  <a href="#">MILPERSMAN 1050-180</a>	<p>Convalescent leave requires a written recommendation by a health care provider and approval from a commander. The period of convalescent leave, under MPM 1050-180 is intended to allow the birth parent time to recover.</p> <p><b>Convalescent leave is separate and distinct from parental leave. Parental leave is not a substitute for convalescent leave based on the birth parent's eligibility for 12-weeks of parental leave.</b></p>
	Military Parental Leave Program	<a href="#">DTM 23-001</a>  <a href="#">NAVADMIN 008/23</a>  MILPERSMAN 1050-415 (Under Revision)	<p>12 weeks of non-chargeable leave is authorized for the birth parent and non-birth parent following a qualifying birth event (QBE), qualifying adoption, and long-term foster situations. Leave can be taken in one or multiple increments.</p> <p>Parental leave is separate and distinct from convalescent leave and is not a substitute for convalescent leave based on the birth parent's eligibility for 12-weeks of parental leave.</p> <p><b>Note:</b> NAVADMIN 008/23 supersedes MILPERSMAN 1050-415. MILPERSMAN 1050-415 is under revision.</p>
	Family Care Plan (FCP) Policy	<a href="#">OPNAVINST 1740.4E</a>  <a href="#">NAVPERS 1740/6</a> – FCP Certificate <a href="#">NAVPERS 1740/7</a> – FCP Arrangements  <a href="#">MyNavyHR Family Care Plan Website</a>	<p>Family Care Plans (FCP) are mission planning tools to establish and document written plans to care for minor children or dependent adults while the Service member/s is absent.</p> <p>FCPs are required for the following conditions:</p> <p>A Sailor with primary or shared physical custody of a minor child and who is not married to the other natural or adoptive parent of the child.</p>

			Both members of a married dual military couple where one or both have primary or shared physical custody of a minor child.
	Defense Enrollment Eligibility Reporting System (DEERS)	<a href="#">TRICARE DEERS Eligibility</a> <a href="#">ID Card Office Online</a>	<p>Parents must enroll their newborn child or newly adopted children in DEERS as soon as possible.</p> <p>A birth certificate and a DD Form 1172-2 must be provided to the nearest military personnel office or ID card office to establish TRICARE eligibility in DEERS.</p>
	Social Security Card	<a href="#">Social Security Administration</a> <a href="#">Social Security Numbers for Children</a> (Info pamphlet)	<p>Apply for your child's Social Security Number, simply go up to your local Social Security Administration office.</p> <p><b>Note:</b> Once you receive your child's SSN, be sure to update their information in DEERS.</p>
	Birth Certificate	Procedures vary by state <a href="#">NSIPS</a>	Required for NSIPS RED/DA update.
	Transfer of Education Benefits	<a href="#">MyNavyHR GI Bills Programs Page</a> <a href="#">Dept of VA- Post-9/11 GI Bill Transfer</a>	The transferability option under the Post-9/11 GI Bill allows Service members to transfer all or some unused benefits to their spouse or dependent children. The request to transfer unused GI Bill benefits to eligible dependents must be completed while serving as an active member of the Armed Forces.
	Family SGLI Benefits	<a href="#">MyNavyHR SGLI</a> <a href="#">Dept of VA - FSGLI</a>	Death claim of \$10,000 for death of children and for stillborn births where fetal weight is 350 grams or more or duration in utero is 20 weeks or more. Dependent children get free coverage.
<b>Breastfeeding &amp; Lactation</b>			
	Tricare Reimbursement of Breast Pumps and Supplies	<a href="#">Breast Pumps and Supplies</a> <a href="#">Breastfeeding Supplies Reimbursement</a>	See TRICARE website and Breastfeeding Supplies Reimbursement to see current reimbursement rates.
	Breastfeeding and Lactation in the Workplace	<a href="#">SECNAVINST 1000.10B</a> <a href="#">BUMEDINST 6000.14B</a> <a href="#">4-Ways Breastfeeding Saves Money</a>	<p>Sailors who provide breast milk to their children will be afforded, at a minimum, the availability of a clean and secluded space with ready access to a water source for the purpose of pumping breast milk.</p> <p>Commands must ensure servicewomen are afforded access to cool storage for expressed breast milk.</p>

			<b>Note:</b> A toilet space is unacceptable for breast milk expression due to sanitary concerns.
	Child Support Garnishment	<a href="#">Defense Finance &amp; Accounting Services (DFAS) FAQs</a> <a href="#">National Child Support Enforcement Association</a>	The DFAS Garnishment Law Directorate is a consolidated court order processing operation for all of DoD and ePayroll civilian populations paid by DFAS. The mission of this office is to process all court orders served on DFAS and its customers which includes child support.
<b>Child Care &amp; Financial Resources</b>			
	Childcare Options	<a href="#">Navy Child and Youth Programs (CYP)</a> <a href="#">Military OneSource Expanded Child Care Options Service</a> <a href="#">Military Child Care in Your Neighborhood (MCCYN)</a> <a href="#">Sittercity</a> (Benefits offered through Military OneSource)	<p>It is the responsibility of service members to ensure they have adequate childcare for their children.</p> <p>There are multiple resources for childcare available to service members available through Military OneSource and MilitaryChildCare.com.</p> <p><b>Note:</b> Childcare centers sometimes have a long wait list, therefore service members are highly encouraged to be proactive and enroll their child immediately after pregnancy has been confirmed.</p>
	Fleet and Family Support Program (FFSP)	<a href="#">Fleet and Family Support Program (FFSP) Website</a>	<p>The Navy's Family Readiness programs have increased services to family members, increased individual assistance and consultation, more varied educational programs, more proactive outreach, and delivery of family support services. The Fleet and Family Support Program (FFSP) is organized into four functional areas:</p> <ul style="list-style-type: none"> <li>▪ Work and Family Life (including Parent Education)</li> <li>▪ Counseling, Advocacy and Prevention (CAP)</li> <li>▪ Sexual Assault Prevention and Response Program (SAPR)</li> <li>▪ Integrated Primary Prevention (IPP)</li> </ul>
	Additional Parenting Support & Programs	<a href="#">NMCRS Budgeting for Baby</a> <a href="#">Parenting for Service Members and Veterans</a> <a href="#">New Parent Support Home Visitation Program</a>	

	Women, Infants, and Children (W.I.C.)	<a href="#">WIC Online</a> (CONUS) <a href="#">WIC Overseas Program</a> (OCONUS)	For members who qualify, the WIC program aims to safeguard the health of women, infants, and children up to age 5 who are at nutrition risk by providing nutritious foods to supplement diets, information on healthy eating.
<b>Additional Resources</b>			
	Smartphone Applications	<a href="#">MyNavy Financial Literacy Application Fact Sheet</a>  Navy Parenthood & Pregnancy Application ( <a href="#">Android</a> & <a href="#">iPhone</a> )  MyNavy Family App ( <a href="#">Android</a> & <a href="#">iPhone</a> )	<p>Revised for 2022, the MyNavy Financial Literacy application provides Navy personnel and their families to access financial literacy resources and training anywhere, anytime via their mobile devices.</p> <p>The Navy Parenthood &amp; Pregnancy mobile application is a resource for all Naval personnel to understand the various roles and responsibilities during these milestone events in Sailors' lives.</p> <p>MyNavy Family App is for Navy spouses and families. This app connects Navy families to information and resources to help them successfully navigate the complexities of the Navy lifestyle.</p>
	Military Couple and Single Parent Assignment Policy	<a href="#">MILPERSMAN 1300-1000</a>	
	Information Concerning Pregnant Members	<a href="#">MILPERSMAN 1740-020</a>	
	Maternity Care Available Before and After Separation	<a href="#">MILPERSMAN 1740-030</a>	
	Separation by Reason of Convenience of the Government: Pregnancy	<a href="#">MILPERSMAN 1910-112</a> (Enlisted) <a href="#">MILPERSMAN 1920-180</a> (Officer)	
	Separation by Reason of Convenience of the Government: Parenthood	<a href="#">MILPERSMAN 1910-124</a>	

