

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.

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Reproductive Health Care, Non-Covered Reproductive Health Care

✓	Checklist	Resource(s):	Comments:
	Contraception and Administrative Absence or Funded Travel for Non-Covered Assisted Reproductive Technology (ART)	▶ Naval Contraceptive Clinics ▶ TRICARE Contraception Chart ▶ Fertility Awareness Based Methods of Family Planning ▶ Executive Order "Enforcing the Hyde Amendment" ▶ UTD for MAP 08-25(I) - Reestablish Travel for Non-Covered Assisted Reproductive Technology (ART) ▶ ALNAV 019/25 ▶ NAVADMIN 046/25 ▶ Non-Covered ART Policy Fact Sheet	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 are 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

✓	Checklist	Resource(s):	Comments:
	Overview of the Navy's Pregnancy and Parenthood Guidelines	▶ SECNAVINST 1000.10B ▶ OPNAVINST 6000.1D	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.

✓	Checklist	Resource(s):	Comments:
	Procedures in the event of perinatal loss (miscarriage or stillbirth), or neonatal demise (infant death 0 to 28 days following birth).	▶ OPNAVINST 6000.1D ▶ NAVADMIN 006/24 ▶ DGM 40115-2401 ▶ Understanding & Recovering from Early Pregnancy Lost (BUMED) ▶ NAVADMIN 091/23 ▶ DoWI 1327.06 ▶ Physical Readiness Program Guide-8 Managing	Command authorities must be notified of a perinatal loss if the Service member had previously disclosed the pregnancy. For miscarriages or stillbirths, the Healthcare Provider (HCP) may recommend convalescent leave. Physical readiness program participation (BCA and PRT) per Guide 8. 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. 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. Service members who have executed orders to their operational deferment tour will be expected to complete their shore tour regardless of pregnancy status. 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 the Sailor will remain onboard the current activity through their normal PRD.
	Ensure Service member is counseled on roles, rights, and responsibilities via NAVPERS 1070/613 Admin Remarks	▶ OPNAVINST 6000.1D	Service member must sign acknowledging they have read and understood the regulations in OPNAVINST 6000.1D.

✓	Checklist	Resource(s):	Comments:
	Command Notification of Pregnancy	▶ BUMEDINST 6000.23 ▶ ALNAV 017/23 ▶ NAVADMIN 058/23 ▶ OPNAVINST 6000.1D ▶ BUMED Notice (Command Notification of Pregnancy) ▶ SECNAVINST 1000.10B	BUMEDINST 6000.23, ALNAV 017/23, and NAVADMIN 058/23 supersedes guidance in SECNAVINST 1000.10B and OPNAVINST 6000.1D. 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. 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.
	Operational Deferment and Remain on Board Waiver options (<i>as applicable</i>)	▶ SECNAVINST 1000.10B ▶ OPNAVINST 6000.1D ▶ NAVADMIN 006/24 ▶ DGM 40115-2401	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. 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.
	Maternity Uniform Allowances	▶ NAVPERS 15665J, Chapter 6, Section 7	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.

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	Ensure a Pregnancy Availability message is submitted (<i>as applicable</i>)	▶ NAVADMIN 006/24 ▶ DGM 40115-2401 ▶ MyNavyHR Availability Report Processing ▶ PERS-454 Active Duty Pregnancy ▶ MILPERSMAN 1300-1306	Shore Units: 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. If there is not a suitable, valid manpower requirement meeting 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. Operational Units: 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: a) 20th week of pregnancy date b) Estimated date of delivery c) Any factor(s) or limitation(s) that should be considered in the assignment process.
	Physical Readiness	▶ OPNAVINST 6000.1D ▶ PFA Guide 8- Managing PFA Records for Pregnant Servicewomen ▶ USN Pregnancy & Postpartum Physical Training & Nutrition Guidebook ▶ Postpartum Return to Duty Transition Guide ▶ NMSK Considerations During Pregnancy & Postpartum	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 after giving birth, loss of pregnancy, or stillbirth. Postpartum Service members are exempt from participating in an official PFA for 12-months after giving birth, loss of pregnancy, 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.

Types of Leave, Family Care Plans, and Benefits

✓	Checklist	Resource(s):	Comments:
	Convalescent Leave	▶ NAVADMIN 008/23 ▶ MILPERSMAN 1050-180 ▶ DoWI 1327.06 ▶ BUPERSINST 1050.4	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. 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.
	Parental Leave	▶ NAVADMIN 008/23 ▶ MILPERSMAN 1050-415 (Under Revision) ▶ DoWI 1327.06	12 weeks of non-chargeable leave is authorized for the birth parent and non-birth parent following the birth of a child, a qualifying adoption, and long-term foster situations. Leave can be taken in one or multiple increments. 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. Note: NAVADMIN 008/23 supersedes MILPERSMAN 1050-415. MILPERSMAN 1050-415 is under revision.
	Family Care Plan (FCP) Policy	▶ OPNAVINST 1740.4E ▶ NAVPERS 1740/6 – FCP Certificate ▶ NAVPERS 1740/7 – FCP Arrangements ▶ MyNavyHR Family Care Plan Website	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. FCPs are required for the following conditions: ▶ 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. ▶ 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)	▶ TRICARE DEERS ▶ ID Card Office Online	Parents must enroll their newborn child or newly adopted children in DEERS as soon as possible. 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.

✓	Checklist	Resource(s):	Comments:
	Social Security Card	▶ Social Security Administration ▶ Social Security Numbers for Children (Info pamphlet)	Apply for your child's Social Security Number, simply go up to your local Social Security Administration office. Note: Once you receive your child's SSN, be sure to update their information in DEERS.
	Birth Certificate	Procedures vary by state. ▶ NSIPS	Required for NSIPS RED/DA update.
	Transfer of Education Benefits	▶ MyNavyHR GI Bills Programs Page ▶ Dept of VA- Post-9/11 GI Bill Transfer	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	▶ MyNavyHR SGLI ▶ Dept of VA - FSGLI	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.

Breastfeeding & Lactation

✓	Checklist	Resource(s):	Comments:
	Tricare Reimbursement of Breast Pumps and Supplies	▶ Breast Pumps and Supplies ▶ Breastfeeding Supplies Reimbursement	See TRICARE website and Breastfeeding Supplies Reimbursement to see current reimbursement rates.
	Breastfeeding and Lactation in the Workplace	▶ SECNAVINST 1000.10B ▶ BUMEDINST 6000.14C ▶ 4-Ways Breastfeeding Saves Money	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. Commands must ensure servicewomen are afforded access to cool storage for expressed breast milk. Note: A toilet space is unacceptable for breast milk expression due to sanitary concerns.

✓	Checklist	Resource(s):	Comments:
	Child Support Garnishment	▶ Defense Finance & Accounting Services (DFAS) FAQs ▶ National Child Support Enforcement Association	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.

Child Care & Financial Resources

✓	Checklist	Resource(s):	Comments:
	Childcare Options	▶ Navy Child and Youth Programs (CYP) ▶ Military OneSource Expanded Child Care Options Service ▶ Military Child Care in Your Neighborhood (MCCYN) ▶ Sittercity (Benefits offered through Military OneSource)	It is the responsibility of service members to ensure they have adequate childcare for their children. There are multiple resources for childcare available to service members available through Military OneSource and MilitaryChildCare.com. Note: <i>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.</i>
	Fleet and Family Support Program (FFSP)	▶ Fleet and Family Support Program (FFSP) Website	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: ▶ Work and Family Life (including Parent Education) ▶ Counseling, Advocacy and Prevention (CAP) ▶ Sexual Assault Prevention and Response Program (SAPR) ▶ Integrated Primary Prevention (IPP)

✓	Checklist	Resource(s):	Comments:
	Additional Parenting Support & Programs	▶ NMCRS Budgeting for Baby ▶ Parenting for Service Members and Veterans ▶ New Parent Support Home Visitation Program	--
	Women, Infants, and Children (W.I.C.)	▶ WIC Online (CONUS) ▶ WIC Overseas Program (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.

Additional Resources

✓	Checklist	Resource(s):	Comments:
	Separation by Reason of Convenience of the Government: Parenthood	▶ MILPERSMAN 1910-124	--
	Separation by Reason of Convenience of the Government: Pregnancy	▶ MILPERSMAN 1910-112 (Enlisted) ▶ MILPERSMAN 1920-180 (Officer)	--
	Military Couple and Single Parent Assignment Policy	▶ MILPERSMAN 1300-1000	--

✓	Checklist	Resource(s):	Comments:
	Information Concerning Pregnant Members	▶ MILPERSMAN 1740-020	--
	Maternity Care Available Before and After Separation	▶ MILPERSMAN 1740-030	--
	Smartphone Applications	▶ MyNavy Financial Literacy Application Fact Sheet ▶ Navy Parenthood & Pregnancy Application (Android & iPhone) ▶ MyNavy Family 3.0 App (Android & iPhone)	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. The Navy Parenthood & Pregnancy mobile application is a resource for all Naval personnel to understand the various roles and responsibilities during these milestone events in Sailors' lives. MyNavy Family 3.0 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.

Clear Checklist