



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO P1754.4A  
MHF  
10 APR 1997

MARINE CORPS ORDER P1754.4A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: EXCEPTIONAL FAMILY MEMBER PROGRAM (SHORT TITLE: EFMP SOP)

Ref: (a) SECNAVINST 1754.5  
(b) MCO P1000.6F  
(c) MCO P1300.8R  
(d) MCO 1740.13A

Encl: (1) LOCATOR SHEET

Report Required: EFMP Enrollment Application (Report Control Symbol EXEMPT); pars. 2005.3 and 4002.1, and appendix B

1. Purpose. To implement the provisions of reference (a), disseminate policy, and assign responsibility for the Marine Corps EFMP. The primary purpose of the Marine Corps EFMP is to assess, document, and code the special medical and educational needs of eligible Marine Corps family members. By identifying families with special needs and maximizing the provision of quality services needed, the quality of life provided to the Marine Corps family is enhanced while meeting the mission of the Marine Corps.

2. Cancellation. MCO P1754.4.

3. Background. An exceptional family member (EFM) is a Marine Corps family member with a condition requiring special medical, medically-related, or special education services. The EFMP is designed to ensure EFM sponsors are assigned to locations where services exist to support the EFM. Further, the program is designed to improve the quality of life of the affected families and provide procedures and guidelines to facilitate appropriate assignment of EFM sponsors. Overseas assignments are especially critical, and references (b) and (c) apply to humanitarian assignments and the Marine Corps personnel assignment policy.

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Reference (d) details the importance of and the requirement for single and dual military parents to plan for and have in effect a current family-care plan in the event of overseas orders/ deployment. In achieving its goal, the EFMP will reduce family stress or hardship while minimizing the need for costly reassignments, especially OCONUS transfers, due to the non-availability of adequate services. Key features of the program are: a central registry of EFM cases, Family Service Center (FSC) assistance in accessing needed services and in compiling and transmitting EFM case information, and consideration of the specifics of the EFM case during the assignment process.

3. Summary of Revision. This Order contains requirements and guidelines for implementation and execution of the Marine Corps EFMP. Headquarters staff agencies, CO's, FSC directors, EFMP coordinators, and EFM sponsors shall comply with the provisions of this Order.

4. Recommendation. Recommendations for changes to this Order may be submitted to the CMC (MHF), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775 via the appropriate chain of command.

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

6. Certification. Reviewed and approved this date.



C. A. MUTTER  
Deputy Chief of Staff for  
Manpower and Reserve Affairs

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Manual.)

ENCLOSURE (1)





EXCEPTIONAL FAMILY MEMBER PROGRAM

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CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

GENERAL INFORMATION

1000. DOD AND DON REQUIREMENTS

1. SECNAVINST 1754.5 requires that the CMC:

a. Establish procedures that provide for the assignment of servicemembers with family members who have special needs to areas where special medical, educational, and medically-related services are available or can be obtained readily.

b. Coordinate and cooperate with the other military departments in the assignment of personnel to areas where medically-related services are the responsibility of another military department.

c. Ensure that all service members and their family members receive overseas screening and medical evaluations prior to overseas assignment.

d. Provide appropriate confidentiality for EFMP sponsors and minimize the program impact on normal career progression.

1001. CONCEPT. The EFMP is designed to ensure that the special medical and educational support required by a Marine's family are considered and accommodated when a Marine's assigned duty location is considered. Assessment of special needs is accomplished by the FSC Exceptional Family Member Program Coordinator (EFMPC) in conjunction with Navy medical personnel. Completed assessments are forwarded for evaluation by the U.S. Navy East or West Coast EFM Screening Committee and forwarded to the CMC (MHF) for final approval and enrollment as defined in appendix E. Points of contact are listed at appendix A.

1002. OBJECTIVE OF THE EFMP. The objective of the EFMP is to ensure that sponsors are assigned to locations where services exist to support their EFM's. This is especially critical in overseas assignments where the provisions of reference (b) apply. Assigning Marine sponsors to such locations ensures that the sponsor's performance of duty is not inordinately effected by the demands of caring for their EFM. This allows the sponsor to

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concentrate on performing his/her duties, and contributes to the operational readiness of Marine units. Successful execution of the Program will also improve the quality of life of Marine Corps families with special needs, and provide a systematic EFMP assignment policy.

CHAPTER 2

POLICY

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## CHAPTER 2

### POLICY

2000. ASSIGNMENT. The EFMP provides for assignment of Marines with family members possessing special needs to locations where those needs can be met. Operational requirements of the Marine Corps and requirements for career development and experience are mediating factors in making assignments. Final responsibility lies with the sending Commanding Officer and Navy medical officials to ensure each Marine is accurately screened prior to assignment and qualified for reassignment. The following policies apply:

1. Overseas accompanied assignments will not be effected if the required medical services are available at the overseas location. It is imperative that the EFM's needs be formally reevaluated if the sponsor considers extending his/her overseas assignment or if he/she is being considered for reassignment to another overseas duty location. Overseas screening is the same for all families anticipating accompanied orders as outlined in reference (c).
2. PCS assignments within CONUS, Alaska, and Hawaii will be approved if the exceptional needs of the family member can be met in the proposed assignment area or the appropriate Director (CMC (MM) or CMC (RA)) determines that the needs of the Marine Corps take precedence.
3. The EFMP has no impact on the deployment responsibilities of the sponsor. Overseas unaccompanied assignments, unit deployments, and standard deployments must be carried out without interruption. When the family's need conflicts with such assignments the assignment will be effected under the provisions of a humanitarian transfer per reference (c).
4. Marines having EFM's will not normally be assigned to accompanied tours in geographic areas where another military department is responsible for providing medical and medically-related services. When necessary, appropriate coordination will be conducted by CMC (MHF) with that department to verify the availability of the required service.
5. The sponsor will always have the option of accepting assignments where services do not exist, while the EFM is supported in another location.

6. Enrollment shall not adversely affect advancement, career potential, or eligibility for special programs and assignments.

2001. CONFIDENTIALITY

1. The CMC was directed by reference (a) to maintain confidentiality for EFMP sponsors. Information regarding an EFMP enrollment will appear only in the EFM health record, the CMC (MHF) EFMP registry, and the EFMP management files of the HQMC assignment branches. EFMP registry will not be an element of the Manpower Management System, individual record books, or the parent command's record of the sponsor.

2. Local EFMP's will also provide unit commanders with certain information when a Marine becomes officially enrolled in the EFMP. This information will be limited to:

- a. Name of sponsor
- b. SSN of sponsor
- c. Grade of sponsor
- d. MOS of sponsor
- e. EFMP category (Appendix F)
- f. Date of enrollment/date of most recent update

This information may not include the specific medical or educational condition of the EFM since this information is strictly confidential.

CHAPTER 3

RESPONSIBILITIES

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CHAPTER 3

RESPONSIBILITIES

3000. DEPUTY CHIEF OF STAFF FOR MANPOWER AND RESERVE AFFAIRS (M&RA). Approves the EFMP.

3001. DIRECTOR, HUMAN RESOURCES DIVISION (MH)

1. Develops policy guidance to implement the EFMP.
2. Assigns an EFMP Manager from within the Family Programs Branch of the Human Resources Division.
3. Monitors and assesses program effectiveness with regard to Marine families and impact on mission.
4. Secures and maintains funding to ensure EFMP activities are allocated the resources which are required to accomplish their mission.

3002. DIRECTOR, PERSONNEL MANAGEMENT DIVISION (MM)

1. Assigns an EFMP coordinator in the enlisted and officer assignment branches.
2. Ensures that assignment monitors are aware of assignment policy as it pertains to this Order so the documented special needs of the EFM are considered during the assignment process.

3003. DIRECTOR, RESERVE AFFAIRS DIVISION (RA). Ensures that Active Reserve monitors are aware of assignment policy as it pertains to this Order.

3004. MEDICAL OFFICER OF THE MARINE CORPS (MED)

1. Assigns an EFMP coordinator.
2. Assists, when requested, in determining assignment locations appropriate for an EFM sponsor.

3005. EFMP MANAGER (MHF)

1. Manages EFMP applications and screening committee eligibility notifications.
2. Notifies sponsors of enrollment by letter.
3. Interfaces with CMC (MM) and CMC (RA) to coordinate assignments, and ensure enrollment information is current.
4. Coordinates and submits EFMP resource requirements through budget channels.
5. Coordinates with FSC directors and EFMPC's.
6. Sponsors training workshops, publishes regulatory guidance, and provides consulting services to EFMPC's regarding program policies and procedures.
7. Interfaces with BUMED, DoDEA and other military services on EFMP issues.

3006. INSTALLATION COMMANDERS

1. Disseminates the requirement for mandatory enrollment of EFM's.
2. Ensures command support personnel are aware of program goals and eligibility requirements.
3. Ensures facility and program accessibility to individuals with disabilities.
4. Identifies EFMP resource requirements and includes requirements in the appropriate process for resource planning, budgeting, staffing, acquisition, or construction process.
5. Ensures the FSC director designates an EFMPC within the FSC to coordinate all components of the EFMP.

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3007. DIRECTORS, FSC'S

1. Designates an EFMP.
2. Provides funding and administrative support for the EFMP.
3. Ensures that EFMP is developed based on installation-specific needs and mission requirements.
4. Forwards completed EFMP Report of Enrollment Application, (NAVMC 11206 (4-91) appendix B), to CMC (MHF). NAVMC 11206 is authorized for local reproduction.
5. Ensures that EFMP activities collaborate with other military and civilian agencies to maximize use of allocated resources.
6. Ensures staff personnel receive training to identify and refer sponsors with an EFM.
7. Advises the installation commander on matters pertaining to the EFMP.

3008. REGIONAL FSC

1. FSC, Quantico, Virginia, is designated as the East Coast Regional FSC and, consequently, shall assume cognizance over enrollments and EFMP coordination for Marine Corps commands and detachments who do not have access to a local FSC, east of the Mississippi River, minus Wisconsin.
2. FSC, Camp Pendleton, California, is designated as the West Coast Regional FSC and, consequently, shall assume cognizance over enrollment and EFMP coordination for Marine Corps commands and detachments who do not have access to a local FSC, west of the Mississippi River, plus Wisconsin.
3. Initiates enrollment for EFMP referrals.
4. Assists sponsors in obtaining medical and educational evaluations.
5. Forwards completed NAVPERS 1754/1 to CMC (MHF) EFMP Manager.
6. Forwards completed EFMP enrollment (initial, updates, and disenrollment) forms to the appropriate screening committee listed in appendix A.

7. Maintains copy of enrollment and case management notes in case file until EFM families PCS to a new duty station. If EFM sponsor disenrolls, retires, or leaves the service, then records should be kept on file for 2 years, after which they may be destroyed.
8. Ensures confidentiality and security of EFMP case files.
9. Assists families in developing solutions to individual and community EFM issues and problems. (Ex: Parents Resource Group)
10. Develops and continuously updates an index of installation and community support and EFMP resources for their area, and refers EFM families as needed.
11. Notifies local unit commanders of enrollment and category of sponsors in that commander's unit.
12. Advises sponsor when a family care plan should be developed according to guidance contained in reference (d).
13. Maintains central registry of EFM's.
14. Ensures commands are notified of enrollment and category of sponsor via local and regional EFM coordinators.

3009. INSTALLATION HOUSING DIRECTORS

1. Provides architectural adaptation in compliance with Public Law 93-112 and DoD 1020.1.
2. Provides funding guidance concerning facility modernization and construction.
3. Develops and coordinates priority housing policy and implementation for category 4 EFM's.

3010. INSTALLATION CHILD DEVELOPMENT PROGRAM (CDP) ADMINISTRATORS

1. Ensures children with special needs are included in all CDP delivery systems.

2. Provides child care referral services to families of special needs children.
3. Ensures facilities are adequate for children with special needs.

3011. INSTALLATION MWR DIRECTORS

1. Provides funding guidance concerning facility modernization and construction.
2. Ensures that individuals with special needs are provided reasonable accommodations and included in all community recreation program planning.

3012. INSTALLATION EFMP'S

1. Initiates enrollment for EFMP referrals.
2. Assists sponsors in obtaining medical and educational evaluations.
3. Forwards completed NAVPERS 1754/1 to CMC (MHF) EFMP Manager.
4. Forwards completed EFMP enrollment (initial, updates, and disenrollment) forms to the appropriate screening committee listed in appendix A.
5. Maintains copy of enrollment and case management notes in case file until EFM families PCS to a new duty station. If EFM sponsor disenrolls, retires or leaves the service then records should be kept on file for 2 years, after which they may be destroyed.
6. Ensures confidentiality and security of EFMP case files.
7. Assists families in developing solutions to individual and community EFM issues and problems. (Ex: Parents Resource Group)
8. Develops and continuously updates an index of installation, community support, and EFMP resources for their area, and refers EFM families as needed.
9. Serves as an advocate for local EFMP activities and issues.

10. Educates local commands and communities on EFMP issues.
11. Notifies local unit commanders of enrollment and category of sponsors in that commander's unit.
12. Advises sponsor when a family care plan should be developed according to guidance contained in reference (d).
13. Maintains central registry of EFM's.
14. Generates quarterly installation roster for EFM's.

#### 3013. UNIT COMMANDERS

1. Informs Marines of their responsibility for the care and welfare of family members.
2. Informs Marines that participation in the EFMP is mandatory and will not adversely affect selection for promotion, schools, or assignment, or any other type of advancement.
3. Ensures identification and enrollment in the EFMP for all Marines with family members who have special needs.
4. Ensures sponsors check-in/check-out with local EFMPC during PCS moves.

#### 3014. SPONSORS

1. Ensures that an application for enrollment in the EFMP is submitted to the EFMPC.
2. Retains a copy of the EFMP package for personal records and updates enrollment through the CMC (MHF) EFMP Manager at least every 2 years, or when the conditions of special need change. Changes which may effect enrollment include a change in marital status, dependency, or medical status of the EFM.
3. Communicates directly with the appropriate Headquarters Marine Corps Assignment Branch when in receipt or in anticipation of PCS orders.

4. Disenrolls from EFMP when special needs no longer exist, the family is no longer eligible for care, or the sponsor separates from the Corps.

5. Checks-in/checks-out with local EFMPC during PCS moves to ensure the EFMP case file is maintained by the appropriate EFMPC.

3015. PARTICIPATION. Enrollment in the EFMP is mandatory for Marines who have a family member requiring special medical and/or special education services. Mandatory enrollment is required to ensure consideration is given to assigning Marines to locations which accommodate their family needs.

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CHAPTER 4

PROCEDURES

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## CHAPTER 4

### PROCEDURES

4000. OVERVIEW. An EFM is a Marine Corps family member with one or more conditions or needs requiring medical, special education, or medically-related services. Special needs include those characterized as physical, intellectual, emotional, or psychological. Upon identification, a needs assessment is performed by appropriate medical authority and forwarded to the CMC (MHF) EFMP Manager. To qualify for the EFMP, family members must be enrolled in the Defense Eligibility and Enrollment Reporting System (DEERS). Program enrollment eligibility is ultimately determined by the HQMC EFMP Manager.

4001. IDENTIFICATION. Identification may be made by any person. Medical services providers, educators, child care providers, and parents are the most likely sources of referral. Formally, identification is begun with referral to the local or regional EFMP.

#### 4002. NEEDS ASSESSMENT

1. Upon referral, the EFMP schedules an interview with the family. The purpose and procedures of the EFMP are explained in detail, a case file is opened, and appointments are made for required medical or educational evaluations. At this time, EFMP forms are completed. Marines assigned to posts and stations without an FSC enroll through the EFMP at the cognizant regional FSC as discussed in paragraph 2008 of this Order.

2. The EFMP Application (NAVPERS 1754/1), located at appendix B, is completed by the EFM sponsor or spouse. A copy of this application is sent to the CMC (MHF) EFMP Manager by the EFMP and acts as advance notification of enrollment into the EFMP. (A new case is entered in the EFMP registry by the manager when the application is received.) The first pages of the EFMP Functional Medical Summary (NAVPERS 1754/3), located at appendix C, and the EFMP Special Education Worksheet (NAVPERS 1754/4), located at appendix D, are also completed. These forms authorize the release of medical information by the EFM's physician and educational information by the EFM's school official to EFMP officials. The EFMP Application forms are exempt from reports control.

3. During the evaluation process, the EFMPC maintains contact with the family and the evaluating agencies to assist the family and to prevent any unnecessary problems or delays. The remaining pages of the EFMP Functional Medical Summary and the EFMP Special Education Worksheet are completed during the medical and educational evaluations. After evaluations are conducted and the forms are completed, the EFMPC meets with the family to ensure that the documentation is complete. (This may be done telephonically if a physical meeting is not feasible). The EFMP package is then reviewed by the EFMPC and forwarded to the CMC (MHF) EFMP Manager via the appropriate U.S. Navy EFM Central Screening Committee. The EFMP Manager then proceeds with local enrollment (pending) category assignment.

4. After evaluation of the case, medical officials on the screening committee assign a category to the EFM case (see appendix F) and forward the recommendation to the CMC (MHF) EFMP Manager for final approval. A service assessment is also made at this time by the screening committee to determine if the present assignment is suitable based on the availability of services required. Assignments which cause a sponsor to be transferred before the end of a normal tour of duty or cause assignment to a location where the sponsor's MOS is not required will be effected as a humanitarian transfer in accordance with reference (c).

4003. ENROLLMENT. After approval of the enrollment category, the CMC (MHF) EFMP Manager updates the EFMP registry with the category determination and notifies the sponsor by letter. A sample notification letter is found at appendix G. A flowchart which summarizes the overall enrollment process can be found at appendix H.

4004. ELIGIBILITY DETERMINATION. Final program eligibility is determined by the CMC (MHF).

4005. PCS ORDERS. Prior to issue of PCS orders involving an accompanied or CONUS tour to an EFM sponsor, the appropriate assignments branch will ensure facilities/support are available at the new duty location to meet the exceptional family member's needs. Remote locations which support recruiters, I-I staffs, and Marines on Marine Security Guard duty, etc. are of particular interest to the assignment branch due to the possibility of limited facilities/support. The CMC (MHF) EFMP Manager can assist in the assignment process based on the manager's general knowledge of available services by geographic

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location. Assignments involving unaccompanied tours do not require any special screening by officer/enlisted assignments because the EFM is not being relocated. EFM sponsors are encouraged and authorized to make direct liaison with the appropriate assignments branch during the assignment process to ensure current needs of the EFM are met.

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APPENDIX A

EFMP POINTS OF CONTACT

East Coast, U.S. Navy EFM Screening Committee:

Commanding Officer  
Naval Medical Center (Code 0505A)  
EFM Central Screening Committee  
Portsmouth, VA 23708-5000

West Coast, U.S. Navy EFM Screening Committee:

Commanding Officer  
Naval Medical Center (Code CGH)  
EFM Central Screening Committee  
San Diego, CA 92134-5000

Japan, U.S. Navy EFM Screening Committee:

Commanding Officer  
U.S. Naval Hospital  
PSC 475, Box 7  
FPO AP 98765-1600

HQMC EFMP Manager:

Commandant of the Marine Corps (MHF-10)  
Exceptional Family Member Program Manager  
Headquarters, U.S. Marine Corps  
2 Navy Annex  
Washington, DC 20380-1775

DSN 426-2048/1140  
Commercial (703) 696-2048/1140

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East Coast Regional FSC:

Commanding General  
Marine Corps Combat Development Command  
(Attn: Family Service Center)  
Quantico, VA 22134-5023

DSN 278-2659  
Toll Free (800) 336-4663  
Commercial (703) 784-2659

West Coast Regional FSC:

Commanding General  
Marine Corps Base  
(Attn: Family Service Center)  
Camp Pendleton, CA 92055-5023

DSN 365-5363  
Toll Free (800) 253-1624  
Commercial (619) 725-5363

HQMC Enlisted Assignment Branch:

Commandant of the Marine Corps (MMEA-8)  
Exceptional Family Member Coordinator  
Headquarters, U.S. Marine Corps  
2 Navy Annex  
Washington DC 20380-1775

DSN 224-2168  
Commercial (703) 614-2168

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HQMC Officer Assignment Branch:

Commandant of the Marine Corps (MMOA)  
Exceptional Family Member Coordinator  
Headquarters, U.S. Marine Corps  
2 Navy Annex  
Washington DC 20380-1775

DSN 224-4278  
Commercial (703) 614-4278

HQMC Reserve Personnel Management Branch (RAM):

Commandant of the Marine Corps (RAM)  
Headquarters, U.S. Marine Corps  
Exceptional Family Member Coordinator  
Washington DC 20380-1775

Officer Section

DSN 224-1950  
Commercial (703) 614-1950

Enlisted Section

DSN 224-1761  
Commercial (703) 614-1761

HQMC Family Programs Branch (MHF):

Commandant of the Marine Corps (MHF-10)  
Headquarters, U.S. Marine Corps  
Exceptional Family Member Program Manager  
Washington DC 20380-1775

DSN 426-1140/2046  
Commercial (703) 696-1140/2046

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APPENDIX B

**EXCEPTIONAL FAMILY MEMBER (EFM) PROGRAM APPLICATION**

**PRIVACY ACT STATEMENT:** The authority to request the following information is contained in 5 USC 301, 10 USC 3012, 20 USC 921-932, Public Law 94-142, Public Law 95-561, DoD Instruction 1342.12, DoD Directive 1342.13, and Executive Order No. 9397. This information is requested to allow enrollment of a sponsor and his or her exceptional family member into the EFM program. The information will be used to assist officials of the Department of the Navy in assignment of personnel with an exceptional family member to duty stations with the special education and health-related services necessary and available to meet their needs. Disclosure of this information requested from the sponsor is mandatory.

**NOTE:** Refer to OPNAVINST 1754.2A for application procedures and additional information

First Application       Updated Application

**SPONSOR INFORMATION**

NAME: (LAST, FIRST MI)		SSN:	RANK/RATE:
BRANCH OF SERVICE:	DESIG / NEC / MOS :	PRD:	EAOS:
HOME ADDRESS:		HOME PHONE: (Area code & number)	
DUTY STATION ADDRESS:		DUTY PHONE: (Commercial)	
		DSN:	
ARE YOU CURRENTLY ON HUMANITARIAN ASSIGNMENT?    Yes <input type="checkbox"/> No <input type="checkbox"/>			
IS YOUR SPOUSE ON ACTIVE DUTY?    Yes <input type="checkbox"/> No <input type="checkbox"/>			
IF YES, NAME:		RANK / RATE	SSN:

**EXCEPTIONAL FAMILY MEMBER INFORMATION**

NAME: (LAST, FIRST MI)		RELATIONSHIP TO SPONSOR:	
DATE OF BIRTH: (YY / MM / DD)	HEALTH CARE PROVIDER: (PLEASE CHECK ONE)		
	MILITARY <input type="checkbox"/>	CHAMPUS <input type="checkbox"/>	STATE <input type="checkbox"/> OTHER <input type="checkbox"/>
IS EFM ENROLLED IN DEERS:    YES <input type="checkbox"/> NO <input type="checkbox"/>	UNDER WHAT SSN:		
IF EFM DOES NOT RESIDE WITH SPONSOR, PROVIDE ADDRESS & EXPLAIN:			

**SIGNATURES**

SPONSOR SIGNATURE:	DATE:
EFM MEDICAL COORDINATOR NAME:	DATE:
MEDICAL DEPARTMENT ADDRESS:	PHONE:



EXCEPTIONAL FAMILY MEMBER PROGRAM  
APPENDIX C

**FUNCTIONAL MEDICAL SUMMARY**

**RELEASE AUTHORIZATION**

**PHYSICIAN INFORMATION**

EFM'S PHYSICIAN:

PHYSICIAN'S ADDRESS:

TELEPHONE: (Commercial)

DSN:

**SPONSOR INFORMATION**

I hereby authorize the above named physician or his or her agent to release information in this Functional Medical Summary for the family member named below to EFM program officials for the purpose of evaluating and determining necessary health-related services.

\_\_\_\_\_  
(Name of Exceptional Family Member)

\_\_\_\_\_  
Relationship to Sponsor)

SPONSOR'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

*NOTE: Sponsor must also certify the completion of the Functional Medical Summary on the last page.*

**FUNCTIONAL MEDICAL SUMMARY**

**PART I** NOTE: Physician, please fill this out as completely and accurately as possible using ICD-9-CM or DSMIII.

CURRENT ACTIVE DIAGNOSES	ICD or DSM	SEVERITY: A - MILD, B - MODERATE, C - SEVERE	FREQUENCY OF INPATIENT CARE

PHYSICIAN PLEASE PROVIDE : Prognosis, expected length of treatment, required participation of family members, and if treatment is on-going.

**PART II** ARTIFICIAL OPENINGS/SHUNTS:

NONE	GASTROSTOMY (V44.1)	TRACHEOSTOMY (V44.0)
ILEOSTOMY (V44.2)	CYSTOSTOMY(V44.3)	COLOSTOMY (V44.3)
VP SHUNT (V45.2)	OTHER:	

**PART III** List the MEDICATIONS AND DOSAGES that the patient requires on a routine basis including chemotherapy, radiation therapy, or blood products.

**PART IV** ARCHITECTURAL CONSIDERATIONS:  LIMITED STEPS  COMPLETE WHEELCHAIR ACCESSIBILITY

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FUNCTIONAL MEDICAL SUMMARY				
PART V	MINIMUM HEALTH CARE SPECIALTY required for care. (check appropriate box)			
(SPECIFY IF PEDIATRICS SUB-SPECIALIST)	6-12 MONTHS	3-4 MONTHS	MONTHLY	WEEKLY
ALLERGIST				
AUDIOLOGIST				
CARDIOLOGIST				
DERMATOLOGIST				
DEVELOPMENTAL PEDIATRICIAN				
DIETARY/NUTRITION SPECIALIST				
ENDOCRINOLOGIST				
FAMILY PRACTITIONER				
GASTROENTEROLOGIST				
GENERAL MEDICAL OFFICER				
GYNECOLOGIST				
HEMODIALYSIS TEAM				
HEMATOLOGIST/ONCOLOGIST				
IMMUNOLOGIST				
NEPHROLOGIST				
NEUROLOGIST				
NUCLEAR MEDICAL PHYSICIAN				
OCCUPATIONAL THERAPIST				
OPHTHALMOLOGIST				
ORTHODONTIST				
ORTHOPEDIC SURGEON				
OTORHINOLARYNGOLOGIST				
PEDIATRICIAN				
PEDODONTIST				
PHYSIATRIST				
PHYSICAL THERAPIST				
PODIATRIST				
PSYCHIATRIST				
PSYCHOLOGIST				
RESPIRATORY THERAPIST				
RHEUMATOLOGIST				
SOCIAL WORKER				
SPEECH PATHOLOGIST				
SURGEON				
TRANSPLANT TEAM				
UROLOGIST				

NA 000000 12/01/00

EXCEPTIONAL FAMILY MEMBER PROGRAM

**FUNCTIONAL MEDICAL SUMMARY (cont'd)**

**PART VI THERAPY/SPECIAL SERVICE REQUIREMENTS**

<b>GENERAL SERVICES REQUIRED:</b>	Physical therapy
Social work services	Program for visually impaired
Occupational therapy	Community health nurse services
APNEA monitor home program	Early intervention program
Cognitive enrichment program	Durable medical equipment
<b>SPEECH/LANGUAGE /AUDIOLOGY SERVICES:</b>	Speech/language impairments
Total communication (includes signing for hearing persons)	Augmentative communication (uses communication devices)
Hearing impaired (include signing/hearing aids/ assistive listening devices)	Other

**PART VII DESCRIBE surgery or treatment likely within the next 3 years with the approximate date. List other problems or family circumstances that should be considered in the assignment of the sponsor. Attach medical statement.**

Blank space for describing surgery or treatment.

PHYSICIAN NAME: (PRINTED)	SIGNATURE/ DATE
ADDRESS:	PHONE NUMBER:

I certify that I have reviewed the above medical information, and that it is complete and correct to the best of my knowledge.

SPONSOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EXCEPTIONAL FAMILY MEMBER PROGRAM

APPENDIX D

**SPECIAL EDUCATION WORKSHEET**

**RELEASE AUTHORIZATION**

**SCHOOL INFORMATION**

EFM'S SCHOOL OFFICIAL: \_\_\_\_\_

SCHOOL'S ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: (Commercial) _____	DSN: _____
----------------------------------	------------

**SPONSOR INFORMATION**

I hereby authorize the above named school official or his agent to release the information in this Special Education Worksheet for the student listed below to EFM Program officials for the purpose of evaluating and determining necessary special education needs.

\_\_\_\_\_/\_\_\_\_\_  
(Name of Exceptional Family Member) (Relationship to sponsor)

SPONSOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ENDORSEMENT BY SCHOOL OFFICIAL:**

- Special Education requirement is not applicable (If checked, DO NOT fill out the remainder of the form).
- This child has been assessed and does qualify for services under the Public Law 94-142/99-467/102-119. (If checked, please complete the remainder of this form, and attach a current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) to this form).

SCHOOL OFFICIAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EXCEPTIONAL FAMILY MEMBER PROGRAM

**SPECIAL EDUCATION WORKSHEET**

Student's name:		Student's date of birth (year/month/day)
Sponsor's name:		Social Security Number:
Branch of service:	Sponsor's address:	
Name and address of school exceptional family member is presently attending:		

**CHECK APPROPRIATE BOXES:**

Student's educational performance is adversely affected by physical impairment that requires environmental and/or academic modification.

<input type="checkbox"/> Deaf	<input type="checkbox"/> Deaf-Blind
<input type="checkbox"/> Hard of hearing	<input type="checkbox"/> Blind
<input type="checkbox"/> Orthopedically impaired	<input type="checkbox"/> Autistic
<input type="checkbox"/> Visually handicapped	<input type="checkbox"/> Other health impaired

Student manifests a psycho-emotional state (seriously emotionally disturbed) as the primary cause of academic and social difficulties.

Student's educational performance is adversely affected by speech and language difficulties.

<input type="checkbox"/> Voice production disorder	<input type="checkbox"/> Dysfluency
<input type="checkbox"/> Misarticulation	<input type="checkbox"/> Receptive language delay
<input type="checkbox"/> Expressive language delay	

Student's measured academic achievement in math, reading or language is adversely affected by underlying conditions including intellectual deficit and/or information processing and/or developmental adaptive behavior deficit.

<input type="checkbox"/> Generic, mild educational impairment	<input type="checkbox"/> Mentally retarded (mild)
<input type="checkbox"/> Mentally retarded (moderate, severe)	<input type="checkbox"/> Specific learning disability

Current grade level of exceptional family member.

<input type="checkbox"/> Preschool	<input type="checkbox"/> Kindergarten
<input type="checkbox"/> First through twelfth (use #s 1 to 12)	<input type="checkbox"/> Greater than high school

EXCEPTIONAL FAMILY MEMBER PROGRAM

**SPECIAL EDUCATION WORKSHEET**

Special Requirements:

Large Print	Optical aide(magnify-devices, projection devices)
Requires Braille instruction	Is Braille proficient
Talking books	Requires Braille material
Requires ongoing mobility training	Requires support for independence (seeing eye dog, cane, direction ability)
Amplification (hearing aid /assistive listening devices (e.g., FM systems)	Signing
Non-oral communication	Speech and language training for hearing impaired or deafness
Total communication	Oral communication
Environmental adaptation (ambulation or sitting (i.e wheelchair))	Alternatives (tape recorder, typewriter, computer, oral exams, etc)

If student requires related services, check all the apply:

Physical therapy	Occupational therapy
Counseling	Audiology
Psychological services (therapeutic)	Psychological services (diagnostic)
Recreational services	Adaptive physical education
Cooperative work study (job training, adapt for safety, ambulatory or health needs)	Vocational education
Speech therapy	

Types of placement:

Regular class placement with modifications	Special education resource class 10-20% of the school day
Special education part-time class 20-50% of the school day	Special education 50-100% of the school day
Placement in a special day school	Educational instruction provided in hospital or at home
Placement in an early childhood preschool program	

EXCEPTIONAL FAMILY MEMBER PROGRAM

**SPECIAL EDUCATION WORKSHEET (cont'd)**

Services required:

<input type="checkbox"/>	Cognitive enrichment program	<input type="checkbox"/>	Program for visually impaired
<input type="checkbox"/>	Community health nurse services	<input type="checkbox"/>	Program for oral motor therapy
<input type="checkbox"/>	Social work services	<input type="checkbox"/>	Occupational therapy
<input type="checkbox"/>	APNEA monitor home program	<input type="checkbox"/>	Physical therapy

Standard therapy required for:

<input type="checkbox"/>	Speech/language impairments	<input type="checkbox"/>	Hearing impaired (includes signing)
<input type="checkbox"/>	Total communication (includes signing for hearing person)	<input type="checkbox"/>	Augmentative communication (uses communication)
<input type="checkbox"/>	Alaryngeal speech (rehabilitation after laryngeal surgery)	<input type="checkbox"/>	Other (specify)

Please indicate any other special requirements of the student.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Is this exceptional family member one of the rare few for whom a move out of his/her current location would be extremely detrimental?
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Is this exceptional family member one of the rare few for whom a move out of his/her current level of services would be extremely detrimental?

I certify that the information provided is complete and accurate to the best of my knowledge.

SCHOOL OFFICIAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



EXCEPTIONAL FAMILY MEMBER PROGRAM

APPENDIX E

U.S. MARINE CORPS EFMP DEFINITIONS

1. Central Screening COmmittee (CSC). A committee, consisting of health care providers, assigned by BUNED, to review all completed EFM applications and recommend disposition to CMC (MHF).
2. Designated Military Service. The military Service to which the DoD has assigned responsibility, in a given geographic area overseas, for providing medically-related services for those children receiving special education.
3. Exceptional Family Member (EFM). An authorized family member (spouse, child, stepchild, adopted child, or dependent parent) residing with the sponsor, who possesses a physical, intellectual or emotional disability or condition and who requires long-term special medical or educational service.
4. Exceptional Family Member Program Coordinator (EFMPC). A designated individual at the local FSC who provides information, assistance, and forms to the FSC staff, local commands, sponsors, and other family members with regard to enrollment procedures, program benefits, and available local services and facilities.
5. Geographic Area. A specific geographic location chosen for a sponsor's assignment required medical and educational staff for the sponsor's disable child or other family member is available.
6. Major Medical Area. Any area served by medical departments of the armed services or civilian medical treatment facilities which has physicians capable of treating and/or monitoring family members who have impairments or chronic/severe medical conditions.
7. Medically-Related Services. Services provided by a privileged physician or allied health professional to assist a school's case study committee in determining a student's eligibility for special education and for therapeutic health care necessary for the child to benefit educationally. When stationed overseas, transportation must be provided to and from the Medical Treatment Facility (MTF) when receiving these services.
8. Overseas Screening. Medical and educational screening of servicemembers, spouses, children, dependent parents, etc., to identify chronic/severe illnesses, medical disabilities or unusual medical/educational problems requiring specialized

EXCEPTIONAL FAMILY MEMBER PROGRAM

medical/educational services. The MTF performing overseas screening ensures these needs can be met at the member's next duty station prior to recommending to the commanding officer that the member is suitable for assignment at that location. The MTF overseas will liase with DoD schools to ensure services are available for school-age children.

a. If orders have been issued after confirmation of EW enrollment, overseas screening will be accomplished per reference (e)

b. If overseas screening uncovers the need for enrollment of a family member in the EF~P, overseas screening must continue in addition to the EFMP application process.

9. Severely Disabled. A family member who has a serious impairment or a serious medical condition that is expected to exist over a long time-period and requires medical specialists, frequent hospitalization, or intensive nursing care, pharmacy or laboratory support; or who requires frequent health services not available at most naval branch clinics. Some examples of these conditions include: multiple disabilities, serious emotional disturbances, severe birth defects, and conditions requiring placement in residential care facilities.

10. Special Education. Educational needs of a physically disabled or learning disabled child which are defined in an Individual Education Plan (IEP) and/or Individual Family Support Plan (IFSP) that includes classroom placement that best meets the child's need.

EXCEPTIONAL FAMILY MEMBER PROGRAM

APPENDIX F

U.S. MARINE CORPS EFMP CATEGORIES

Category    Definition

EFM enrollees are those whose medical and/or educational condition requires monitoring by the CMC (MHF) EFMP Manager, but does not preclude the sponsor's assignment to overseas/isolated duty stations, nor requires assignment near a major medical treatment facility.

- II      EFM enrollees are those whose medical and/or educational condition requires special placement in compatible geographic areas, pinpointing assignment in CONUS or overseas.
  
- III     EFM enrollees are exempt from accompanied overseas assignment. The medical and/or educational condition of this category of EFMP precludes the assignment of the sponsor to an accompanied overseas location based on non-availability of medical and/or educational services. Sponsor is eligible for an unaccompanied overseas assignment.
  
- IV     EW enrollees require sponsor's family members to be located near a major medical treatment facility, either military or civilian (preferably military), IN CONUS ONLY. Sponsor is eligible for an unaccompanied overseas assignment.
  
- P      EW enrollees who have submitted the application and are in the process of completing the medical and educational forms. After the application has been reviewed by the local EFMP and a central screening committee for recommendation of a category code.
  
- T      EW enrollees who have joint custody of EW member, but EW does not reside with the sponsor on a full-time basis. Also, if sponsor is Active Reserve on Inactive Reserve status and could return to active status.

EXCEPTIONAL FAMILY MEMBER PROGRAM

1754  
MHF  
(Date)

EF~ Sponsor  
(Home of Record Address)

Dear EF~ Sponsor:

This letter is to notify you of your enrollment in the Marine Corps Exceptional Family Member Program (EFMP) . Your category is:

1. Category I: needs do not generally limit assignments.  
or
2. Category II: pinpoint assignments IN CONUS or overseas.  
or
3. Category III: no overseas assignment for your family member. This does not mean EW sponsors cannot receive unaccompanied assignment overseas. Accompanied assignments overseas may be authorized only if the EEM is medically approved for overseas assignment.  
or
4. Category IV: major medical areas IN CONUS only. However, this does not mean EF~ sponsors cannot receive unaccompanied assignment overseas

Your assignment branch has been notified and will ensure your family's special needs are considered when planning future PCS assignments.

It is your responsibility to maintain a current EW file. Your application must be updated every 2 years or as special education/medical conditions change. You must review your EFM forms periodically. If long-term conditions improve, worsen, or services are no longer required please have your family member's physician update the forms. Please review any changes with the physician before signing to ensure concurrence.

The EFM Program assists sponsors in identifying special needs resources prior to relocation. The program ensures every attempt is made to mesh career and special family needs whenever possible.

EXCEPTIONAL FAMILY MEMBER PROGRAM

The EW Coordinator at your local or regional Family Service Center is ready to assist you with relocation information regarding medical, educational or other resources information. If you need further assistance, contact CMC (MHF)

Sincerely,

J. A. JEWELL  
Major, U.S. Marine Corps  
Family Service Center Program Manager  
Family Programs Branch

End:

(1) EFMP Procedures/Common Misconceptions

G-2

EXCEPTIONAL FAMILY MEMBER PROGRAM

EFMP PROCEDURES/COMMON MISCONCEPTIONS

Concept:

1. The EFMP is designed to provide procedures to ensure Marine Corps families with special needs are assigned to locations where medical and special education support is available. Assessment of special needs is accomplished by the Family Service Center Exceptional Family Member Program Coordinator (EFMPC) in conjunction with medical personnel. The completed case is evaluated by the U.S. Navy screening committee on the east coast located at Portsmouth; west coast located at San Diego; or Japan located in Yokoska, and forwarded to the Headquarters Marine Corps EFMP Manager with a recommendation for enrollment. Upon receipt of orders, the EFMP sponsor contacts the appropriate assignment branch at HQMC to communicate the latest case information.

2. Successful execution of the policy will improve the quality of life of Marine Corps families with special needs and provide a systematic EFMP assignment policy.

Procedures:

1. The sponsor presents case information to a local or regional FSC EFMPC.

2. With the assistance of the EFMPC, the sponsor completes the EFMP forms and forwards them to the appropriate screening committee. The report of the enrollment application is forwarded to the CMC (MHF) EFMP Manager at the same time.

3. A copy of the EFMP package should be retained for the sponsor's personal records and updated through the local or regional FSC EFMPC at least every 2 years or if conditions of special need change. The update enrollment application is forwarded to the CMC (MHF) EFMP Manager at the same time.

4. The screening committee evaluates the EFMP package and forwards their recommendation to the CMC (MHF) EFMP Manager for final approval and enrollment.

ENCLOSURE (1)

EXCEPTIONAL FAMILY MEMBER PROGRAM

5. The sponsor communicates directly with the appropriate Headquarter Marine Corps assignment branch when in-receipt or in-anticipation of orders.

6. The sponsor disenrolls when the special need no longer exists by contacting the CMC (MHF) EFMP Manager.

Common Misconceptions:

1. "I will be labeled. My records will be flagged."

The CMC was directed by SECNAV INSTRUCTION 1754.5 to maintain confidentially for EFMP sponsors. Information regarding and EFMP enrollment will appear only in EFM health records, local or regional FSC EFMPC files, the CMC (MHF) EFMP registry and the EFMP management files of the HQMC assignment branches. EFMP registry will not be an element of the MCTFS, individual record books or the parent command records of the sponsor.

2. "I will be forced into assignments that will hinder promotions and career opportunities."

The CMC was tasked to not prejudice advancement or career opportunities of EFMP sponsors. The sponsor always has the option of accepting an assignment while the family is supported in another location.

3. "As an EFMP sponsor I am non-deployable."

The EFMP has no impact on the deployment responsibilities of the sponsor. Overseas unaccompanied, unit deployment rotations, and standard deployments must be carried-out without interruption. Early returns from deployments or failure to execute orders will fall under the provision of humanitarian transfers. Humanitarian transfers and humanitarian discharges are completely independent of this program and are governed by separate Marine Corps orders.

4. "Enrollment in the EFMP prevents a humanitarian transfer."

ENCLOSURE (1)

EXCEPTIONAL FAMILY MEMBER PROGRAM

EFMP enrollment does not prevent a sponsor from being assigned under the provisions of humanitarian transfer. Loosely defined, any assignment which interrupt a normal 3 year assignment cycle, causes early return from an unaccompanied assignment, or causes the sponsor to be assigned to a location where there is no need for the sponsor's MOS will be classified as a humanitarian transfer. There is no relationship between the EFMP and humanitarian transfers.

5. "Enrollment in the EFMP will allow me to select a duty station."

The EFMP ensures that a sponsor will be assigned to a location where appropriate services exist to support the special needs of the family. When the monitor's "first pick" assignment is not suitable for the sponsor's family the EFMP coordinator at the assignment branch will ask the CMC (MHF) EFMP Manager to examine the most recent case information and try to determine the best assignment based on the needs of the Marine Corps, the sponsor's career pattern and the special needs of the family. When arbitration is required, the Marine Corps medical officer will make the final determination on the suitability of an assignment.

6. "I will not be eligible for an overseas accompanied assignment as an EFMP sponsor."

Overseas screening is the same for all families anticipating accompanied orders. If the special need of the family can be met by the receiving location overseas, an accompanied assignment may be authorized.

7. "Enrollment in the EFMP is accepting preferential treatment and indicates an inability to carry-out your professional responsibilities."

EFMP enrollment does nothing more than prescribe an agreed to and systematic manner to communicate your special need when a random assignment is not suitable for you. In fact, most EFMP

ENCLOSURE (1)



EXCEPTIONAL FAMILY MEMBER PROGRAM

special needs can be accomodated in the Quantico, Virginia and Camp Pendleton, California areas. This is because of an abundance of medical and special education resources offered there, coupled with thousands of available assignments spanning nearly every MOS. In many cases, the problem can be solved with a standard east or west coast FMF assignment. What the EFMP accomplishes for the sponsor is in no way preferential.

In regard to carrying-out your professional responsibilities, remember:

If you are transferred under conditions that constitute inability to be "world-wide assignable", your assignment will have nothing to do with the provisions of this Order. The criteria and regulations governing humanitarian transfers and discharges are entirely independent of this program.

ENCLOSURE (1)