

## COMMONLY ASKED QUESTIONS

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### Who has access to my special needs file?

- The FRS or FAS manages the special needs file. Information contained in this file shall not be made part of your service record or personnel file. All information shall be kept confidential.

### Will I still be eligible for worldwide assignment?

- Yes. Active duty members shall not be adversely affected in their selection for promotion, schools, or assignment due to their enrollment in the program.

### What happens to my special needs file when I transfer?

- The special needs file is forwarded to the Work-Life FRS or FAS who services your new unit.

### How long will I be enrolled in the Special Needs Program?

- For as long as necessary.

### Disenrollment is prompted by:

- The service member separating from the CG.
- A change in dependency of the enrolled family member.
- When supporting documentation is provided that the special need no longer exists.

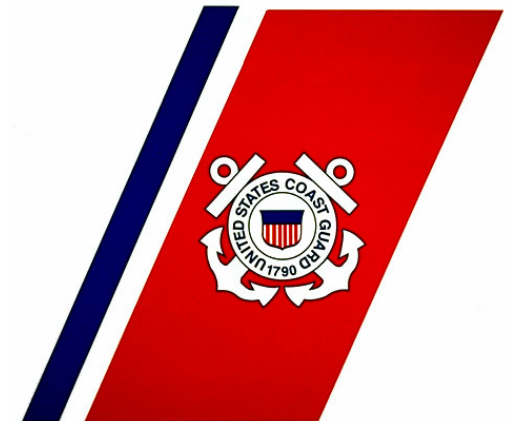
## FOR FURTHER INFORMATION PLEASE CALL

ISC Alameda	510-437-5378
ISC Boston	617-223-3484 617-223-3482
ISC Cleveland	216-902-6353
ISC Honolulu	808-541-1584
ISC Ketchikan	907-228-0212
ISC Kodiak	907-487-5525 x274
ISC Miami	305-278-6674
ISC New Orleans	504-942-4056/4053
ISC Portsmouth	757-686-4036/4025
ISC San Pedro	310-732-7584
ISC St. Louis	314-539-3900 x2235
ISC Seattle	206-217-6612
TRACEN Cape May	609-898-6885
HQ Support Command	202-267-2347



# SPECIAL NEEDS PROGRAM

## An Introduction to the Coast Guard's Special Needs Program



COMDTINST1754.7A

## The Enrollment Process

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The Special Needs Program Commandant Instruction 1754.7A **requires** AD members to enroll their family members with identified and diagnosed special needs in the Coast Guards' Special Needs Program.

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The intent of this program is to identify and support the Special Needs of the family member while meeting the mission of the Coast Guard.

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### Special Needs Enrollment categories:

- ➡ Medical
- ➡ Physical
- ➡ Psychological
- ➡ Educational
- ➡ Mental

1. Obtain and complete special needs enrollment form CG-5494
2. Submit the enrollment form and supporting special needs documentation to the office of Work-Life Family Resource Specialist (FRS) or Family Advocacy Specialist (FAS).
3. The enrollment form and supporting documentation is sent to HQ's and maintained in the central registry. This information is kept confidential.
4. Special needs enrollment and documentation must be submitted and updated at a minimum of every two years.



### How Work-Life staff FRS/FAS can assist:

- Identify and enroll families.
- Provide resources and referrals.
- Advocate for the families.
- Provide recommendations to assignment officers prior to the reassignment of the enrolled Coast Guard member.
- Maintain contact with family and service members to provide assistance as needed.
- Provide Special Needs training to units as required.

