

## EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

1. References.
  - a. AR 600-75, Exceptional Family Member Program
  - b. USAREUR Regulation 614-2, Officer Use and Management
2. The Exceptional Family Member Program (EFMP) is designed to identify Soldiers who have Family members requiring special medical and/or educational needs. Assignment Officers must consider these needs when assigning Officers so identified.
3. According to USAREUR Regulation 614-2, it is mandatory that all Family Members Inbound to USAREUR or requesting a full cost move complete/update their EFMP status in UPDB.
4. Completed EFMP packets are submitted through the Officer's local family travel office. Once the Officer's local family travel office has processed the packet it is then sent to IMCOM Europe Family Travel.
5. Family members are screened by the IMCOM Europe Family Travel Office - Exceptional Family Member Program (EFMP) to determine whether there are special medical and/or educational needs.
6. If no family members are enrolled in EFMP, Officer's request is processed and the Officer's status is updated in UPDB with the current EFMP screening date. Assignment Officers will then finalize the Officer's pinpoint.
7. When a Family member is enrolled in the EFMP, the educational documentation DD Form 2792-2, (EXCEPTIONAL FAMILY MEMBER SPECIAL EDUCATION/EARLY INTERVENTION SUMMARY) and DD Form 2792, (EXCEPTIONAL FAMILY MEMBER MEDICAL SUMMARY) is emailed, mailed or faxed to the IMCOM Europe Family Travel Office in conjunction with the DA Form 5888-R ( Family Member Deployment Screening Sheet).
8. EFMP documents are reviewed at the IMCOM Europe Family Travel Office for completeness and prepared for evaluation and weekly distribution run.
9. Medical EFMP cases are processed weekly to the European Regional Medical Command, Heidelberg. Medical authorities dedicate one day per week for EFMP evaluation.

10. EDIS (Educational and Developmental Intervention Services) cases are processed weekly to the European Regional Medical Command, Heidelberg and evaluated by the DODDS Representative. The DODDS representative dedicates one day per week to process EDIS. The representative is normally stationed at Headquarters, DODDS, in Wiesbaden.
11. Educational/Medical authorities update the UPDB Family travel database with recommended assignment restrictions
12. Once IMCOM Europe Family Travel has provided the list of locations restricted for assignment, the Assignment Officers will then finalize the Officer's pinpoint.
13. Assignment Officers strive to place an Officer with exceptional Family members in a location where necessary medical care and/or special education are available. If the available pinpoints cannot support the medical/educational needs of the Family members, then an EFMP denial message is released via email to the MPD. This usually results in the Officer being deleted from assignment. When this happens, there is often a delay in replacement.
14. There is no absolute requirement that we assign an Officer to a location where necessary medical and/or special education services are available. Officers are eligible for unaccompanied tours. Additionally, DoDDS is required by federal law to provide necessary special education services wherever needed. However, this special education services can be very expensive.
15. The best option in every case is to find an assignment for the Officer in a location where necessary medical care and/or special education is available. This is almost always possible even if it means diverting an Officer previously assigned, who does not have exceptional family members, to another location.

ARTICLE FROM MEDICAL COMMAND FOLLOWS:

US ARMY EUROPE REGION MEDICAL COMMAND  
FOR IMMEDIATE RELEASE

MediFacts Release 12-98: EFMP Role in Family Travel

by Sgt. 1<sup>st</sup> Class Mark D. Smith, ERMCM Public Affairs

LANDSTUHL, Germany--When soldiers and family members receive assignment orders, they soon enter into a fast-paced period of decisions, confusion and uncertainty. During this time, it's not uncommon for them to experience stress brought on by moving personal belongings, changing jobs, friends, schools, routines, and so forth.

However, they can be assured an Exceptional Family Member Program representative has already been working to help alleviate some of the stress for family members identified with special needs.

“When family members have been previously identified as having special needs, EFMP representatives automatically become involved in the assignment process, even prior to the issuance of orders to soldiers and their family members. This is done to ensure family members with any special physical, emotional, developmental or intellectual needs requiring special treatment, therapy, education, training or counseling will have required care providers at their new location,” said Capt. Jeffry Burkard, Europe Regional Medical Command EFMP Travel Consultant. Each family member must participate in the Exceptional Family Member Program screening prior to submission of orders and the OCONUS family travel request.

According to Burkard, EFMP is a mandatory family-member enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated medical, educational, housing and community support and personal services to families with special needs.

“To determine if a family member is eligible for entry into the program, the person must first be screened by the local health facility’s EFMP screener,” Burkard said. “The process consists of a medical records’ review for all family members, to include a developmental and educational screen for children.” Additional examinations and consultations may be necessary to obtain the required information. The screener will assist the family in obtaining the necessary evaluations to determine diagnosis and treatment needs if not readily apparent in the record.

If a requirement for specialized care has been identified, the health facility screener will ensure that a DA Form 5862-R (Army Exceptional Family Member Program Medical Summary) is completed with input from all medical practitioners treating the family member(s) for any condition requiring care over and above that which can be provided by a family practitioner. If the family member is a school-age child with special education needs, officials at the child’s school will complete a DA Form 5291-R (Army Family Member Program Educational Summary). During summer months, when school personnel are not readily available, the form is completed by the screener and the child’s parents with available school forms. DA Forms 5862-R and 5291-R are required to reflect as accurately as possible the current condition(s) and projected level of care needed.

Once completed, copies of the forms are placed in the family member’s outpatient records. The originals are provided to the Educational and Developmental Intervention Services (EDIS) clinic (formerly the EFMD), where they are reviewed and coded by a medical coding team to indicate the exceptional family member’s needs for ultimate entry into the US Total Army Personnel Command’s (PERSCOM) Personnel Network (PERNET) for use in the military assignment process. “All the information obtained in evaluating, documenting, and coding of exceptional family members receives confidentiality to the fullest extent possible,” Burkard said.

“It is also vital for the soldier to keep documentation of medical and/or special education needs current. This is not done automatically and is the soldier’s responsibility.” A review is required when an exceptional family member’s condition and needs change significantly or at least every three years, whichever comes first. A re-evaluation is also required when a soldier is on levy for a new assignment and records haven’t been updated within the previous year. Soldiers can update records by contacting

the appointed screener at their local medical treatment facility. Sponsors should remind their medical provider to fill out a new DA Form 5862-R whenever a new condition is diagnosed requiring specialized care. The updated form is then delivered to the nearest EDIS clinic for coding.

When a soldier is being considered for overseas assignment and is identified in the PERSCOM data bank as having an exceptional family member, the CONUS installation will forward the EFMP summary to the 1<sup>st</sup> PERSCOM Family Travel assignment manager who will notify the PERSCOM EFMP coordinator. Upon receipt and review for completeness, the coordinator will forward the EFMP Summary to the responsible overseas travel approval authority to verify availability of medical/educational services.

“If travel for the family member is approved, 1<sup>st</sup> PERSCOM will continue to process assignment orders. If required medical and educational needs are not available, PERSCOM considers alternate assignment options based on the needs of the Army, the soldier and the family member. If 1<sup>st</sup> PERSCOM can't match the soldier's MOS with unit requirements in a location having the required medical and educational resources for the family member, the soldier may be required to serve an unaccompanied short tour,” Burkard said. In each case, every effort is made to assign the soldier to an area where the Exceptional Family Member's travel may be authorized.

More information about the Exceptional Family Member Program is available from local EFMP representatives.