



DoD Exceptional Family Member Program Conference

Navy Exceptional Family Member Program Overview

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Briefing Objectives

Provide an overview & understanding of policy,
procedures &
responsibilities for:
Navy Exceptional Family Member Program



Purpose

- Identify and enroll all family members with special needs
- Provide information to Detailers for PCS assignment to meet the family member's special needs
- Ensures service availability of medical, special education and mental health for Exceptional Family Members areas of assignment



EFMP Policy and Guidance

- **DODINST 1315.19** *"Authorizing Special Needs Family Members Travel Overseas at Government Expense,"* 20 December 2005
- **SECNAVINST 1754.5B** *"Exceptional Family Member Program,"* 14 December 2005
- **OPNAVINST 1754.2C** *"Exceptional Family Member Program,"* 22 January 2007
- **BUMEDINST 1300.2A** *"Suitability Screening, Medical Assignment Screening and Exceptional Family Member Program,"* 23 Jun 06
- **MILPERSMAN 1300-700** *"Exceptional Family Member (EFM) Program,"* 05 March 2008



OPNAVINST 1754.2C

(22JAN07)

- Contains policy, procedures and responsibilities for:
 - Identifying sponsors who have an Exceptional Family Member
 - Ensure family resource/service availability for special needs families
 - Ensures Detailers are informed and enables consideration of such special needs during the assignment process

- Prescribes enrollment forms:
 - DD Form 2792 EFMP Medical Summary
 - DD Form 2792-1 EFMP Special Education /Early Intervention Summary



OPNAV N135s Role

- OPNAV (N135)
 - Establish program policy
 - Implement Program
 - Develop resource materials
 - Develop and periodically conduct training
 - Monitor and assess program effectiveness



NPCs Role

- Navy Personnel Command (PERS-451)
 - Coordinates with detailers for PCS assignments
 - Establish and maintain database of all enrolled sponsors
 - Provide technical assistance to MTF/FFSCs
 - Review PCS assignments to match EFM needs



BUMED'S Role

- Develop policy for healthcare providers to identify and enroll eligible family members
- Maintain Central Screening Committee who reviews EFMP applications and provide category recommendations to NPC
- Identify an EFMP Coordinator at each MTF to assist service members with the application process
- Coordinate early intervention, special education, and medically related services with DODDS and/or EDIS for family members with long term chronic medical, psychological, or educational requirements



Central Screening Committee's Role

- Central Screening Committee is composed of multidisciplinary specialists (Developmental Pediatricians)
 - Reviews the EFMP enrollment package
 - Contact the EFMP Coordinator or Service member to obtain or clarify enrollment information
 - Provide assignment/category code recommendations NPC
 - Assist with developing policy for healthcare providers to identify and enroll eligible family members



Medical Treatment Facility Commander's role

- Identify an EFMP Coordinator at each Navy MTF
- Ensure NPC PERS-451 and service members are aware of the identity of MTF Coordinator
- Disseminate mandatory enrollment provisions per OPNAVINST 1754.2C
- Ensure privacy are maintained
- Ensure assigned sponsors update EFM file prior to expiration date
- Ensure command support personnel are aware of the program



MTF Coordinator's role

- Oversee identification of and assist with enrollment of eligible sponsors
- Provide EFMP enrollment letter to service and family members, installation commands, activities, and MTF personnel
- Coordinate with overseas/remote MTF EFMP and suitability screening coordinators
- Identify emergency enrollments to NPC
- Refer sponsors to FFSC for local resources
- Provide EFMP training to MTF personnel and all area commands on EFMP enrollment procedures



MTF Coordinator's Role

- Assist sponsors in the enrollment process
 - Perform DEERS check for potential EFMs
 - Review EFMP forms for accuracy and completeness
 - Provide copy of forms to enrollees and maintain a copy on file.
 - Review, sign forms and forward to the appropriate CSC



EFMP POCs Role

- Serve as an Advocate for service and family members
 - CCC
 - CMC
- Provide EFMP enrollment information to service and family members, and installations commands
- Refer service and family members to MTF Coordinator for enrollment
- Ensure service members update EFMP enrollment status prior to expiration date



FFSCs Role

- Provide Advocacy assistance as needed to family members who:
 - Have a newly diagnosed needs
 - Are reporting to the area
 - Are stationed or returning from overseas
 - Are medivaced into the area
 - Request EFMP assistance.

- Assist MTF EFMP Coordinator with identification and enrollment



FFSCs Role

- Conduct interviews that will include, but not limited to:
 - crisis intervention
 - intake
 - assessment
 - referral
 - follow-up

- Network with community agencies
 - Educational Services
 - Military Health Care/TRICARE Civilian Providers
 - State and local Community Social Services



FFSCs Role

- Provide Community Assistance and Resource Referrals for EFMs:
 - Ombudsmen
 - Housing Office
 - Respite Care
 - Child Care Providers
 - Community Agencies
 - Other area military department EFMP Liaisons
- Provide Training and Educational Workshops



FFCSs Role

- Provide EFMP enrollment information to service and family members, and installations commands
- Develop local community resources sheets
- Identify and refer EFMs that may require counseling services to the FFSC counselors.



Initiate Enrollment

ENROLLMENT PROCESS



EFMP Enrollment Forms

- DD Form 2792 application must be completed and signed by an EFMP Coordinator
 - Personal note and/or additional information may be included
 - Medical summary should be completed and signed by medical provider (military or civilian)
 - Signed functional and medical summary must be included for all children
 - ✓ ADDENDUM 1: Asthma/Reactive Airway Disease Summary
 - ✓ ADDENDUM 2: Mental Health Summary



EFMP Enrollment Forms

- DD Form 2792-1 EFM Special Education/Early Intervention Summary
 - Completed and signed by a school official or early intervention provider
 - A legible copy of current Individual Education Plan or Individualized Family Service Plan must be submitted
 - A letter or report from the school or early intervention provider may be included



DD Form 2792

DD2792:

[http://www.dtic.mil/whs/directives/infomgt/forms/eforms/
dd2792.pdf](http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2792.pdf)

DD2792-1:

[http://www.dtic.mil/whs/directives/infomgt/forms/eforms/
dd2792-1.pdf](http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2792-1.pdf)



EFMP Enrollment

- EFMP Coordinators will forward to one of the three Central Screening Committees:
 - Portsmouth, VA
 - San Diego, CA
 - Yokosuka, Japan

- Categories Based On:
 - Type of Specialist required
 - Frequency of requirements
 - Availability of services
 - Severity of medical/educational request



EFM Categories

- 1 For monitoring purposes only
- 2 Limited overseas locations
- 3 No overseas assignments
- 4 Assignments near major medical locations facilities
- 5 Homesteading program
- 6 Temporary category (6-12 MONTHS)

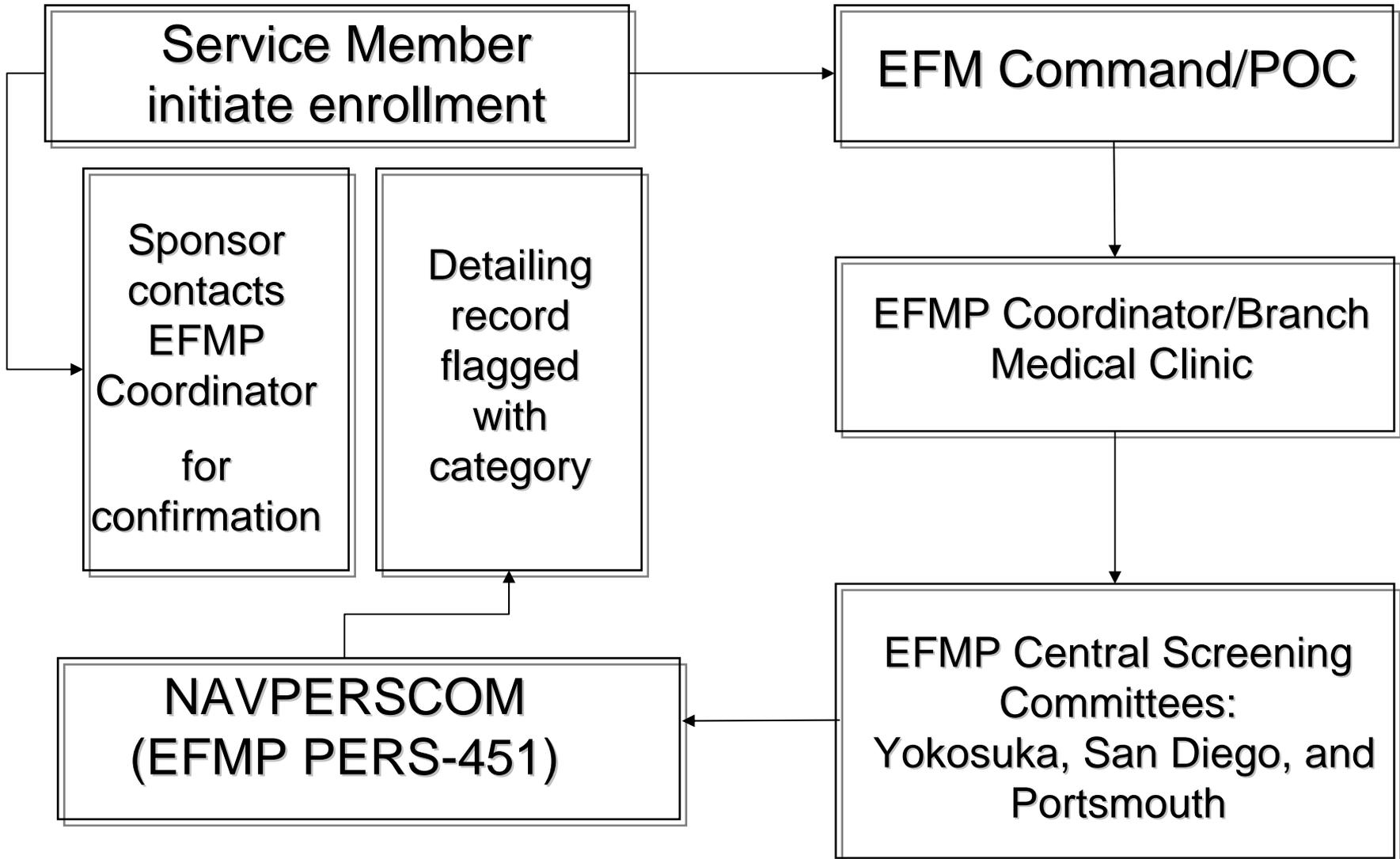


Homesteading Locations

- EFM's needs are highly specialized, complex and or severe requiring continuity of care
 - Norfolk, VA
 - San Diego, CA
 - Jacksonville, FL
 - Bremerton, WA
 - Washington, DC



Application Process





Benefits of Enrollment

- Enrollment allows a flexible assignment process
- Saves Families and Navy money
- Early Returns are Lessened
- Unnecessary family Separation Avoided
- Retain Qualified/Trained Personnel
- Improves the QOL for Enrolled Families
- Ensures Special Care is Available



Late Enrollment

- Orders will be held up
- Gapped billet for the gaining command
- Member may loss desired orders
- Member may be forced to do an unaccompanied tour
- Humanitarian assignment can be delayed



Disenrollment

The Process



Reasons for Disenrollment

- Family member no longer requires medical, mental health or educational services as validated by a physician
- Family member no longer resides with sponsor
- Sponsor is divorced or loses custody of enrolled family member
- Family member is deceased



Disenrollment Requirements

- Requires submission of an updated EFMP Application
- Serialized letter on command letterhead IAW MILPERSMAN 1300-700, paragraph 8.b.:
 - Divorce
 - Custody
 - EFM longer Resides with sponsor
 - Death



Disenrollment Requirements

- Coordinators disenroll members following the same process as enrollment
 - Cannot accept phone calls or notes from members to be removed from the program
 - Need to provide proof of recovery
 - Letters from the CO requesting disenrollment must state reason
 - DD Forms 2792 used for enrollment are used to disenroll and processed through the screening committee



EFM Program

Roadmap for Success



Set Goals

- Provide assistance with enrollment information to all EFMP identified Service members in your area
- Avoid hearing “I was unaware of the program” or “I didn’t know where to go from service members in your area”
- Direct all area EFM sponsors to resources or POCs that can make a difference
- Know that your assistance helps save careers, and supports operational readiness



Steps to Improve Exceptional Family Program

Not following OPNAVINST 1754.2C guidance is the #1 problem!

- Provide adequate training & time to do the job
- Maintain & reference regulations & guidance
- Provide informational briefings on EFMP to local commands
- Develop & implement local SOPs
- Maintain an ongoing network



Value of Networking

- Get help from local experts and others in assisting families
- To stay informed about changes within your local community
- Let others in the community know who you are and what you do



Market the EFM PROGRAM

- Advertise
 - Send local area message

 - Display your name, location, phone number

 - Use your media

 - Use the command check-in sheet to assist enrolled members

 - Establish a POC in each department



Useful Websites

OPNAVINST 1754.2C

<http://doni.daps.dla.mil/default.aspx>

EFMP Handbook NAVPERS 15614I

<http://www.npc.navy.mil/CommandSupport/ExceptionalFamilyMember/>

DD Form 2792/2792-1 (EFMP Enrollment):

http://www.dtic/whs/directives/informgt/forms/_formsprogram.htm

DoD Military Homefront:

<http://www.militaryhomefront.dod.mil>

Military OneSource

www.militaryonesource.com





Support Programs

- Humanitarian Assignment
- Early Return Program
- Family Separation Allowance
- Incapacitated Dependent
- Variable Housing Allowance



Remember...

- Always remain proactive
- Exceptional Family Member Program is a personnel process and family support program that requires facilitation of required resources in a timely manner
- Know that your assistance helps save careers, and supports operational readiness



The Goal of the EFM Program is...

...to assist service members in providing for the special needs of their EFM before, during, and after relocation



Exceptional Family Member Program

- Questions?
- Comments?

