



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

6000
Ser M3/5E09UN093-00458
25 Jun 09

MEMORANDUM FOR COMMANDER, NAVY MEDICINE EAST
COMMANDER, NAVY MEDICINE WEST
COMMANDER, NAVY MEDICINE NATIONAL CAPITAL AREA
COMMANDER, NAVY MEDICINE SUPPORT COMMAND

Subj: EXCEPTIONAL FAMILY MEMBER/SUITABILITY SCREENING PROGRAM
SUPPORT

Ref: (a) OPNAVINST 1300.14C
(b) BUMEDINST 1300.2A

1. The Exceptional Family Member Program (EFMP) and Suitability Screening Program are critical components of Navy's efforts to ensure that individuals with special needs (medical, dental and educational/developmental) are identified and assigned to areas where their medical and educational needs can be met. This guidance memorandum is provided to emphasize the role of Navy Medicine and reinforce the expectations in the management and execution of the EFMP and Suitability Screening Program as outlined in references (a) and (b).
2. Recent survey findings identified a need for medical commands to implement EFMP process improvements in the areas of consistency with staffing, program oversight, consistent enrollment procedures, as well as internal and external customer service. Key issues include:
 - Need to designate Exceptional Family Member Coordinator (EFMC).
 - Need to designate Suitability Screening Coordinator (SSC).
 - EFMP enrollment is mandatory for all family members with long-term medical, mental health or educational needs, and enrollment is required immediately upon identification of a special need. The EFMC needs to actively facilitate and coordinate communication between the service member, the Primary Care Provider, specialty providers, the EFMP Central Screening Committee, and Navy Personnel Command.
 - The Navy's Suitability Screening Program aids in appropriate assignment to outside the continental United States (OCONUS) and remote inside the continental United States (CONUS) assignments.
 - Successful completion of suitability screening within 30 days of receipt of orders requires the SSC to actively coordinate collaborative efforts among many individuals to include: the service member, the transferring command, the receiving command, personnel support detachment, school personnel, the Medical Treatment Facility (MTF) SSC, and MTF and civilian health care providers.
 - A suitability inquiry (to include a copy of the completed Exceptional Family Member Medical Summary, DD Form 2792 and Exceptional Family Member Special Education/Early Intervention Summary, DD Form 2792-1 (if applicable)) must be made on all family members who are enrolled in EFMP.

Subj: EXCEPTIONAL FAMILY MEMBER/SUITABILITY SCREENING PROGRAM
SUPPORT

3. Navy Medicine plays a critical role in ensuring that the EFMP and suitability screening programs support our Navy/Marine Corps family as they face the challenges of addressing special needs. It is my expectation that Navy Medicine fully supports reference (a) using procedures outlined in reference (b). For additional information, please contact Ms. Sharon Dempsey or Mr. Frank Carden, the BUMED Exceptional Family Member/Suitability Screening Program Managers at (202) 762-3451/3469.


A. M. ROBINSON, JR.