

EXCEPTIONAL FAMILY MEMBER PROGRAM FACT SHEET

WHAT IS THE EXCEPTIONAL FAMILY MEMBER PROGRAM?

Exceptional Family Member Program (EFMP) is a mandatory program designed to identify family members with special medical, psychological or education needs related to acute and chronic medical or educational conditions. It ensures service members will be assigned to a location where the special needs of the family will be met. Special needs include any special medical, dental, mental health, developmental or educational requirement, wheelchair accessibility, adaptive equipment or assistive technology devices and services.

Identification of the special needs will occur during routine healthcare by the Medical Treatment Facility or TRICARE Health Provider, self-identify (the service member or family member), Sponsor's Command, and/or during Suitability Screening by the Suitability Screening Coordinator.

Initial integration into the Health Care System for active duty personnel and their family members (with special needs) transferring to MCB Quantico with Humanitarian Reassignment or Permanent Change of Station orders. These family members are required to be in the Exceptional Family Member Program (EFMP). The EFMP is a mandatory program mandated by the four military services.

WHAT POLICY OR DIRECTIVE GOVERNS THE PROGRAM?

The Exceptional Family Member program is governed by the following guidance:

- a. SECNAVINST 1754.5B Exceptional Family Member Program
- b. OPNAVINST 1754.2C Exceptional Family Member (EFM) Program
- c. BUMEDINST 1300.2A Suitability Screening, Medical Assignment Screening, and Exceptional Family Member Program (EFMP) Identification and Enrollment
- d. MILPERSMAN 1300-700 Exceptional Family Member (EFM) Program
- e. MCO P1754.4A Exceptional Family Member Program
(Short Title: EFMP SOP)

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WHO SHOULD ENROLL?

The EFM Program is a mandatory program for active duty family member who meets the following criteria:

Family member with a chronic medical, psychological or educational concern requiring special services for period greater than 6 months.

Family Member who resides with the sponsor or is a family member in DEERS. (Exceptions include geographical bachelors and family members receiving inpatient care or living in an educational setting).

Marine Corps personnel enrollment should update their information every 2 years or when there is a change in the medical status of the family member. Naval personnel should update information every 3 years, 9 month prior to receiving orders or when there is change in the medical status of the family member.

HOW DO I ENROLL?

The following forms are used for enrollment:

DD Form 2792 – Exceptional Family Member Medical and Educational Summary

DD Form 2792-1 – Exceptional Family Member Special Education/Early Intervention Summary

A copy of the Individualized Education Plan (IEP) (for school age children) and Individualized Family Support Plan (EDIS age children- 0 to 3 years) is required to be attached to the enrollment forms.

These forms are available on the Naval Health Clinic (NHC) Quantico website (under Patient Administration Department).

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WHEN SHOULD I START MY ENROLLMENT PROCESS?

Contact the Suitability Screening Division immediately upon notification or identification of a special needs family member. You can walk-in or call for an appointment.

The application is processed by EFMP Coordinator at the Naval Health Clinic through the Portsmouth Naval Medical Center (for screening) to the respective Headquarters program managers (to have category or level assignments) for Navy and Marine Corps personnel. Applications for Air Force personnel are processed through Malcolm Grow Medical Center. Applications for Army personnel are processed through Walter Reed Army Medical Center. Whenever an educational need is identified, a Medical Summary **must** accompany the Special Education/Early Intervention Summary for processing.

WHO IS AUTHORIZED TO COORDINATE THIS ENROLLMENT?

The Naval Health Clinic staff members in the Patient Administration, Suitability Screening Division will assist you in the enrollment process. The Primary Care Manager or the Medical provider identifying the condition is responsible for completing the DD 2792. The school representative is responsible for completing the DD 2792-1.

The family member is referred to the Medical Treatment Facility EFMP Coordinator or the Family Service Center EFMP Coordinator, these individuals assist with completing DD Form 2792-1, Exceptional Family Member Special Education/Early Intervention Summary, DD Form 2792, Exceptional Family Member Medical and Educational Summary with required addendums.

After the EFMP enrollment packet is completed, it is forwarded to the Central Screening Committee for review and recommendation for enrollment for Navy personnel. The Central Screening Committee will notify EFMP Manager and the approval and category or level is assigned for the family member. Marine Corp applications are forwarded to the Base EFMP office after review by this office for medical completion. Army EFMP applications are forwarded to Walter Reed Army Medical Center after review for medical completion. Air Force EFMP applications are forwarded to Bolling AFB MD after review by this office for medical completion.

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WHAT ARE LEVELS OR CATEGORIES ASSIGNED?

One of the following Categories are assigned by the Navy:

Category I: Needs do not generally limit assignments. Enrollment for monitoring purposes for medical or educational needs.

Category II: Limited overseas/remote CONUS assignments. Care is usually available at most locations, except for some isolated CONUS/overseas areas. If orders are for overseas duty, the family must successfully complete overseas screening.

Category III: No overseas assignments. The medical or educational condition precludes assignment to overseas locations based on non-availability of medical and/or educational services at most overseas locations.

Category IV: This medical or educational condition requires assignment to billets near major medical treatment facilities within continental United States (CONUS) only.

Category V: This category includes a provision for homesteading in an area where the service member can fulfill both sea and shore duty requirements typically in the geographic areas of Norfolk, Jacksonville, San Diego, Bremerton, and Washington, DC. Eligible families are those having an EFM with multiple/severe disabilities or medical problems, or highly complex educational requirements

Category VI: (Temporary category) The medical or educational condition requires a stable environment for six months to a year due to ongoing treatment of diagnostic assessments. Must be updated in 1 year to receive permanent category or to be disenrolled.

The Marine Corps will assign one of the following categories:

Category I: Needs do not generally limit assignments.

Category II: Pinpoint assignment overseas and within the Continental U.S.

Category III: No overseas assignments.

Category IV: Major medical areas within continental United States (CONUS) only.

Category T: Temporary Inactive

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WHO SHOULD I CONTACT FOR IN-PROCESSING OR CONCERNS? WHERE ARE THEY LOCATED?

The staff of the Suitability Screening Division is located in the Hallway 1CC1 (next to Medical Records).

Exceptional Family Member Coordinators:

Mrs. Helen Williams

Room 1C11

Telephone (703) 784-1734

Email: Helen.Williams@med.navy.mil

Mrs. Cathy Chapman

Room 1C12

Telephone (703) 784-1540

Email: Cathy.Chapman1@med.navy.mil

Head of Patient Administration Department:

LTJG J. Adwell

Telephone: (703) 784-1517

WHAT ARE THE HOURS OF OPERATION?

Suitability Screening core hours of operation are: Monday through Friday from 0900 through 1500. Appointments are scheduled for patient interviews. Patients may walk-in to schedule appointments and drop off Exceptional Family Member Application. Appointments can be scheduled by telephone.