



EFMP Enrollment & Update Checklist for Navy Families

- Each qualifying family member should complete the **DD Form 2792 (Medical Summary)** and/ or the **DD Form 2792-1 (Special Education/ Early Intervention Summary)**
 - If enrollment is **only for educational concerns** (no medical diagnoses), submit **DD Form 2792-1**
- **DD Form 2792: DD Form 2792 (Medical Summary)**
 - Completed for each qualifying family member- If enrollment is for educational concerns document **"Educational enrollment only"**
 - **Page 2:** Must be signed and dated by the patient, parent, or guardian before the medical professional proceeds
 - **Page 3:** Must be signed and dated to certify the accuracy of the packet
 - The signature must be a CAC/digital signature or a wet/ink signature and be dated the same date or after the date of the medical professional
 - **Pages 4–8:** must be completed by a medical provider. If a section is not applicable (e.g., no asthma or behavioral health history), the provider should write "N/A" or draw a line through and sign
 - Ensure medical provider includes comprehensive information on ALL documented conditions/diagnosis (Treatment, medication, prognosis, upcoming treatments, surgeries, etc)
 - Medical provider to pay special attention to page 6 and page 8, activities of daily living
 - Acceptable providers: Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Nurse Practitioner (NP), or Physician Assistant (PA)
 - Civilian or military providers from any branch may complete the form
- **DD Form 2792-1 (Special Education/ Early Intervention Summary)**
 - Required only for children receiving **Special Education** or **Early Intervention** services.
 - **Page 3** must be signed by a school representative
 - Attach a **complete copy of the current IEP, IFSP, or Section 504 Plan** including all accommodations. *(This is required to be included if child has one in place)*
- **Optional documents** that would assist in providing a clearer picture of the EFMs' condition:
 - Physician or therapist letters
- **Submit the completed packet** to a MTF EFMP Coordinator at a Navy Medical Treatment Facility (MTF)
 - Appointments may not be required, but calling ahead is recommended to confirm availability
 - There are several ways of submitting the EFMP package, please contact the MTF EFMP coordinator to confirm what avenues they accept
- **Request a signed copy of the forms** for your records once the following have been signed by the coordinator:
 - Page 3 of DD Form 2792 (Administrative section)
 - Page 2 of DD Form 2792-1 (if applicable)
- Inform the MTF EFMP Coordinator if you need to **expedite** the review due to an upcoming move or other urgent need
- The MTF EFMP Coordinator will create your case in **NFAAS**, and the packet will be submitted for review
- You will receive **automatic email updates** as your case moves through the process via **your primary email address in NFAAS**. Ensure your **primary email address in NFAAS** is current and accurate.