

MILPERSMAN 1300-700

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

Responsible Office	NAVPERSCOM (PERS-456)	Phone:	DSN COM FAX	882-2435 (901) 874-2435 882-2629
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MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
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References	(a) SECNAVINST 1754.5B (b) OPNAVINST 1754.2F (c) DoD Instruction 1315.19 (d) Uniform Code of Military Justice (UCMJ) (e) Individuals with Disabilities Education Act (IDEA) (f) BUMEDINST 1300.2B (g) 10 U.S.C. §1781
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1. **Policy.** Detailing authorities are sensitive to hardships that confront Navy families and difficulties imposed by the long absence of members from their families.

a. When a Sailor's family member is identified as having a chronic medical, mental health, or special education need, the Sailor will enroll the family member in the Exceptional Family Member Program (EFMP). Chronic conditions for EFMP purposes are those conditions expected to last 6 months or longer. Some conditions may warrant temporary enrollment lasting 6-12 months.

b. Enrollment in the EFMP is mandatory. The individual enrolled must be an authorized (enrolled in Defense Enrollment Eligibility Reporting System) family member who resides with the member (unless on an unaccompanied tour) and who has a chronic medical, mental health, or educational condition requiring more than routine primary care. Enrollment helps ensure the availability of required medical and educational services at future assignment locations. The EFMP is a detailing tool that ensures service availability, but **cannot** validate the quality of those services. Additional information regarding the EFMP may be found in references (a) through (c).

c. The location and timing of a member's assignment must be carefully managed while enrolled in the EFMP. Officer and enlisted detailers will work with the Navy member to develop a career path that permits normal sea and shore rotations.

d. While not always feasible, every attempt will be made to coordinate the Sailor's career progression needs with the special needs of the family member. The EFMP **does not** preclude members from:

- (1) Sea duty;
- (2) Normal sea/shore rotation;
- (3) Unaccompanied assignments;
- (4) Global support assignments;
- (5) Standing watches;
- (6) Performing normally assigned duties; or
- (7) Advancing to the next pay grade and rank.

e. Ultimate responsibility for enrolling in the EFMP rests with the Service member. Per reference (c), Sailors failing to enroll or knowingly provide false information are subject to articles 92 and 107 of reference (d).

2. Background

a. The EFMP was established in compliance with reference (e) and Department of Defense (DoD) policy, which require early intervention, special education, and related services for children with disabilities attending or eligible to attend DoD schools overseas.

b. In September 1988 the Navy expanded the EFMP **to include all authorized family members** (spouse, child, stepchild, adopted child, foster child, or dependent parent) residing with the Service member who have:

- (1) Physical, intellectual, or emotional disability; or
- (2) Long-term chronic medical condition that requires special medical or educational services.

c. The EFMP

(1) Confirms the availability of medical, early intervention, or special education services at overseas locations;

(2) Ensures availability of medical services at isolated continental United States (CONUS) locations;

(3) Identifies members requiring assignment to CONUS facilities adjacent to major medical facilities; and

(4) Identifies members eligible for stabilization assignment per reference (g).

3. **Enrollment Procedures**. Service members must enroll eligible family members using DD 2792 Family Member Medical Summary and appropriate addenda, and DD 2792-1 Special Education/Early Intervention Summary at: http://www.esd.whs.mil/Directives/forms/dd2500_2999/. The medical treatment facility (MTF) EFMP coordinator may assist the Service member or adult family member with the enrollment process.

a. Completion of DD 2792.

(1) **Demographics/Certification**. Information must be completed and signed by the member, spouse, or guardian of minor children and verified by an MTF EFMP coordinator. Personal notes and or additional information may be included.

(2) **Medical Summary**. Information must be completed and signed by a military or civilian medical provider if the family member has a physical disability or long-term chronic medical condition. A signed medical summary **must be** included for all children, even when no medical condition is apparent.

(3) **Addendum 1 - Asthma/Reactive Airway Disease Summary**. Information must be completed and signed by a military or civilian medical provider if the family member has a history of asthma or reactive airway disease. Mark **N/A** across addendum if no asthma/reactive airway disease exists.

(4) **Addendum 2 - Mental Health Summary**. Information must be completed by a military or civilian mental health provider if the family member has a history of mental health

conditions. Mark **N/A** across addendum if no mental health condition exists.

b. DD 2792-1 must be completed and signed by an early intervention or school official.

(1) A legible copy of the current Individualized Family Service Plan and Individualized Education Plan **must be** submitted.

(2) A letter or report from the school may be included.

(3) If enrolling a school-age child with medical needs only, the school must endorse the appropriate section of DD 2792-1 to verify that special education is not required.

(4) DD 2792-1 is required for all dependent children ages 3-18.

c. Service members or adult guardians must review the forms and addenda prior to signature to ensure the information is accurate and complete, and retain a copy for future update requirements.

d. If the Service member is stationed within an area serviced by an MTF, the MTF EFMP coordinator will forward the forms, addenda, and any accompanying documents (after reviewing them for accuracy and completeness) to the appropriate central screening committee (CSC) via the EFMP utility in the Navy Family Accountability and Assessment System (NFAAS).

e. If the Service member is stationed within an area not serviced by an MTF and a civilian health care provider completes the forms, the member will forward the EFMP forms directly to the appropriate medical cognizance as outlined in enclosure (6) of reference (f).

Note: Do not send forms directly to Navy Personnel Command (NAVPERSCOM), Exceptional Family Member Program (PERS-456).

4. **Submission Procedures.** EFMP enrollment applications must be forwarded to the appropriate CSC via the EFMP utility in the NFAAS based on the EFMP's current place of residence.

a. For members with EFMPs who reside **east of the Mississippi; in the European, South American, Middle Eastern, and African areas; and in the Atlantic/Caribbean region:**

Navy Medicine East EFMP Central Screening Committee
Naval Medical Center
620 John Paul Jones Circle
Portsmouth, VA 23708-5900

b. For members with EFMPs who reside **west of the Mississippi in CONUS, Canada, Alaska South Pacific, Asia, and Hawaii:**

Navy Medicine West EFMP Central Screening Committee
Naval Medical Center
34520 Bob Wilson Drive
San Diego, CA 92134-2102

c. MTF health care providers refer family members for EFMP enrollment when a condition warranting enrollment is identified (reference (f) contains a list of enrollment conditions, but it is not all inclusive). This may occur during routine health care, suitability screening, or when an individual self-identifies a condition.

d. The appropriate CSC promptly reviews the EFMP application, recommends enrollment/non-enrollment and forwards the application to NAVPERSCOM (PERS-456) via the EFMP utility for final action.

e. Further program guidance and general information may be obtained by contacting the EFMP manager at the following address and phone numbers:

Navy Personnel Command
Exceptional Family Member Program (PERS-456)
5720 Integrity Drive
Millington, TN 38055
Toll Free: 1 (866) 827-5672
COMM: (901) 874-2435
DSN: 882-2435

f. Questions regarding assignments and orders must be addressed to the member's detailee.

5. **Categories.** The CSC validates that enrollment is appropriate and recommends one of the following categories to NAVPERSCOM (PERS-456):

a. **Category 1.** No assignment restrictions. Enrollment is for monitoring purposes due to medical or educational needs. If orders are for overseas or remote duty, the family must successfully complete suitability screening.

b. **Category 2.** No CONUS assignment restrictions. Outside of the continental United States (OCONUS) and remote assignments may be restricted if the qualifying condition cannot be supported due to the nonavailability of required services. If orders are for overseas or remote duty, the family must successfully complete suitability screening.

c. **Category 3.** Some CONUS and OCONUS assignments may be limited based on diagnosis and requirements. If orders are for overseas or remote duty, the family must successfully complete suitability screening.

d. **Category 4.** Normally, no overseas assignments. CONUS assignments only and must be near major medical areas, including Hawaii and Alaska. The family member's special medical condition or educational needs require assignment to billets within a 2-hour drive under most conditions to access specialty care. This may be an MTF or a civilian TRICARE facility.

e. **Category 5:** The EFMP meets criteria for stabilization to remain in a particular geographic location, if the sponsor chooses. The family member's needs are highly specialized, complex, or severe, requiring continuity of care. Sponsors may be required to take unaccompanied assignment to meet mission requirements if resources are not available for the EFMP at the gaining duty location.

f. **Category 6.** Temporary category. The medical or educational condition requires a stable environment for 6 months to 1 year due to ongoing treatment or diagnostic assessments. This category must be updated within 1 year to receive permanent category or disenrollment.

g. Assignments are based on the EFMP's requirements listed in the current enrollment case file in NFAAS and the availability of resources at the gaining duty geographical location.

6. **Final Process**. NAVPERSCOM (PERS-456) EFMP Manager:

- a. Reviews the enrollment recommendation made by the CSC and consolidates with all other available information;
- b. Flags the detailing record, which notifies the detailee of EFMP status;
- c. Reviews the EFMP enrollment when PCS orders are proposed to ensure the availability of resources at the gaining assignment location.

7. **Updating Enrollments**. Enrollment updates are due every 3 years from the date the current enrollment is approved by NAVPERSCOM (PERS-456). Exceptions are as follows:

- a. Category 6 (temporary category) must be updated within 6-12 months of enrollment
- b. There is a change in medical diagnosis or new diagnosis
- c. There is a change in early intervention or special education needs
- d. There is a change in the custody status of a minor child enrolled in the EFMP

8. **Disenrollment**. Disenrollment may be requested when any of the following situations occur:

- a. Special medical, early intervention, or educational services are no longer required for a family member as validated by a physician/school official.
- b. An updated DD-2792 and DD 2792-1 (as applicable) will be submitted through the MTF EFMP coordinator and reviewed by the appropriate CSC who will determine if EFMP no longer meets the criteria to remain enrolled.
- c. In the event of divorce, loss of custody, or death of the EFMP; the CO or delegated signature authority must submit a naval letter on command letterhead to NAVPERSCOM (PERS-456). Required information includes:

(1) First name and relationship to the sponsor of the EFMP (in case of multiple EFMPs or step-children);

(2) Type of document cited (divorce decree or custody order signed by a judge, death certificate, or other official documentation that shows change in dependency status);

(3) Effective date of the change; and

(4) In cases involving children, indicate who has residential custody of the EFMP.

Note: Separation from a spouse is not grounds for disenrollment from the EFMP. Disenrollment for divorce may only be completed upon final dissolution of marriage.

d. In all cases ensure that an updated NAVPERS 1070/602 Dependency Application/Record of Emergency Data is prepared per MILPERSMAN 1070-270.

e. Family members enrolled in the Incapacitated Dependent Program to continue ID card privileges for children over age 21 should also be enrolled in the EFMP to ensure future assignments are properly screened for the incapacitated family member.

9. **Family Members Identified after Issuance of Orders**

a. If NAVPERSCOM assignment orders have already issued, overseas/remote duty suitability screening must be conducted concurrently with EFMP enrollment per reference (f).

b. If suitability screening cannot be completed prior to the member's scheduled transfer date, the member's command must notify NAVPERSCOM:

(1) Career Management Department (PERS-4),

(2) Enlisted Distribution Division (PERS-40),

(3) Distribution Management and Procedures Branch (PERS-451), and

(4) appropriate detailer

via BUPERS online (BOL) to request the orders be held in abeyance pending completion of overseas/remote duty suitability screening. Activities without BOL access may submit a naval

message. The message must address the status of the EFMP application.

10. **Early Return of EFMPs.** When an EFMP is identified overseas or at a remote duty location, requests for early return/reassignment of the member and family must be initiated when the medical or educational condition exceeds the capabilities of the overseas/remote duty location MTF. Refer to MILPERSMAN 1300-306 for additional information.

11. **Humanitarian Assignments.** In the event a hardship affecting immediate family members requires more time than emergency leave can provide, a Service member has the option of applying for a Humanitarian Assignment (HUMS). EFMP enrollment must be initiated prior to submission of a HUMS request if the hardship involves one of the Sailor's bona fide dependents. Refer to MILPERSMAN 1300-500 for additional information.