

IMPORTANT EXCEPTIONAL FAMILY MEMBER PROGRAM INFORMATION ON INITIAL ENROLLMENT, RE-ENROLLMENT, AND DISENROLLMENT

The primary role of the Exceptional Family Member Program (EFMP) is to prevent military families with special needs from being sent to locations without adequate medical or educational services. As part of the assignment coordination process, personnel officials consult with medical and educational professionals at the proposed location to determine if a family's needs can be met there.

NOTE: When checking in or out of Henderson Hall, **ALL MARINES** are required to be briefed by EFMP Staff.

MANDATORY ENROLLMENT

Sponsors are required to identify and enroll all family members who have a medical (physical, mental, and emotional) or educational condition at the time of identification or diagnosis of the condition by a qualified medical provider or educational authority. Commandant of the Marine Corps (CMC), Manpower and Reserve Affairs, will make final determination concerning EFMP enrollment of Marine Corps sponsors (MCO 1754.4B, Chapter 2, 4.). The DD Form 2792, AUG 2014 and/or DD Form 2792-1 (if applicable) must be completed and submitted to the installation EFMP office **no more than 90 days** after the qualified medical provider and/or school official signs the forms. NOTE: EFMP enrollment does not affect career progression.

Additionally, the DD Form 2792-1, AUG 2014 must be submitted for:

- All infants and toddlers (birth to age 3) receiving Early Intervention Services via an Individualized Family Service Plan (IFSP) under the Individuals with Disabilities Education Act (IDEA).
- All school-age children (ages 3 through 21 inclusive) who are receiving special education services via an Individualized Education Program (IEP) under IDEA.

Per reference (e) of the MCO 1754.4B, a Marine who fails or refuses to provide the required information, or who knowingly provides false information, may be subject to disciplinary action. Charges for offenses may fall under Article 92 (failure to obey a lawful order or regulation or dereliction of duty) or Article 107 Military Justice (UCMJ). In addition to UCMJ disciplinary action, the Marine may also be subject to administrative sanctions including denial of command sponsorship.

MARINE'S RESPONSIBILITIES

- Ensure that the application for enrollment in EFMP is complete, correct, and current and is submitted to the local EFMP installation office.
- Retain a copy of the EFMP package for personal records and update enrollment through the installation EFMP office **at least every 3 years**, or when the conditions of special need change. Changes, which may affect enrollment, include a change in marital status, dependency, or medical status of the Exceptional Family Member.
- Communicate directly with Manpower Management Division at Headquarters, Marine Corps when in receipt or in anticipation of orders.
- Submit updated application requesting disenrollment from EFMP when a family member no longer requires the special medical and/or special educational services. Changes which may

affect enrollment include a change in marital or dependency status.

- Check in/out with the local EFMP Coordinator during PCS moves to ensure the EFMP case file is maintained by the appropriate EFMP Coordinator.

RESPITE CARE

If the Sponsor's EFMP enrollment is not current, the Sponsor is ineligible to receive respite care reimbursement. When there are multiple EFMs, all EFMs must be current with their enrollment for the Sponsor to be eligible to participate in the Respite Care Reimbursement Program.

ORDERS

If orders are anticipated within the next 9 months, it is critical for the Sponsor to ensure accurate and current information has been submitted. Outdated paperwork slows down the orders process, and in some cases, may impact the Sponsor's choice of assignments.

AS SPONSORS APPROACH THEIR EFMP ENROLLMENT EXPIRATION DATE

Six (6) months & Ninety (90) days prior to expiration of enrollment, EFMP Family Case Workers (FCWs) are required to **notify the Sponsor by email** to request that he or she complete and submit the DD Form 2792 and DD Form 2792-1 (if applicable). Additionally, FCWs will send the email as "High Importance" with "Read Receipt" and attach the DD Form 2792 and DD Form 2792-1 (if applicable), as well as Enrollment Instructions. FCWs will document all communication with the family in the Case Management System (CMS) database and post the applicable dates on the enrollment update tracking tool.

Sixty (60) days prior to expiration of enrollment, FCWs will **notify the Sponsor by telephone** requesting that he or she complete and submit the required forms and this contact will be documented in the CMS and on the tracking tool, along with the response from the Sponsor. If there is no positive response from the Sponsor, FCWs will notate in the CMS that the request to update has been elevated to the EFMP Program Manager (PM).

NOTE: If FCWs are unable to contact a Sponsor due to incorrect or outdated phone numbers, they are to follow the guidance provided in "ASSISTANCE FROM HQMC EFMP."

Thirty (30) days prior to expiration of enrollment, the **EFMP Program Manager will notify the Sponsor by telephone** to offer assistance or clarification if needed, and request that he or she comply with the MCO 1754.4B. The PM will send the Sponsor a follow-up email as well. If there is no resolution by the Sponsor, the PM will then elevate the request for an update to the Family Care & Readiness Branch Head. These telephone calls and follow-up emails will be documented in the CMS as well as the FCW's tracking tool. If no update is received from the Sponsor, the EFMP Program Manager will contact the Commander of the Sponsor to ask for assistance regarding the newly expired EFMP enrollment within his or her unit. The FCW will continue to contact the Sponsor at least quarterly to request compliance with the MCO until the update is received.

ACCOUNTABILITY

The Marine Corps Order allows the EFMP Program Manager to provide each unit commander with an EFMP Commander's Report, which lists the Marines under their command who are enrolled in EFMP and the status of their enrollment. This list only includes the Sponsor's name,

effective date, and EFMP enrollment expiration date. Adhering to privacy and confidentiality, EFMP personnel will not provide any additional details or information to the commander. The primary purpose of this report is to ensure timely update by the Sponsor prior to the expiration date. The EFMP Commander's Report is color coded as follows:

RED indicates that the Sponsor's enrollment has expired.

YELLOW indicates that the Sponsor is within 90 days of his/her expiration date.

GREEN indicates that the Sponsor's completed paperwork is being processed by HQMC EFMP.

Per Henderson Hall EFMP Standard Operating Procedure (SOP), an EFMP Commander's Report is provided to each unit commander monthly. If a Marine remains noncompliant with MCO 1754.4B, Henderson Hall EFMP will elevate the name of the Marine to HQMC for resolution.

NOTE: The EFMP Marine Corps Order 1754.4B, DD Form 2792, DD Form 2792-1, and **SAMPLE INSTRUCTIONS** can be found at <http://www.mccshh.com/efmpenrollment.html>.

Enrollment Update Checklist

Before you submit to us your completed DD Form 2792 and/or 2792-1 (if needed), please use the checklist below to double-check that the forms are complete, otherwise the forms cannot be processed.

- Utilize only the Aug 2014 version of DD Form 2792 and 2792-1 (Look at the lower left-hand corner of the form)
- Ensure Page 1 of 11, is signed and dated at the bottom of page (By a child if over age 18)
- Ensure Page 3 of 11, Block 11 a, b, and c is signed and dated
- Ensure a doctor completes pages 4-7 of 11, of the DD Form 2792
 - Page 6 of 11 annotate FREQUENCY for specialists that are seen (Part B/Block 22)
 - Page 7 of 11 needs to be signed, stamped and dated by the provider (Look for Part C – Provider Information at the bottom of page)
- Addendums are completed as needed:
 - Asthma
 - Mental Health
 - Autism

Please deliver to Henderson Hall, Bldg. 12 (EFMP office) or scan and email to efmphh@usmc-mccs.org (please encrypt your emails when sending PII).

I have read and understand the information contained in these 3 pages:

SIGNATURE OF SPONSOR and DATE

SIGNATURE OF FCW and DATE