



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
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SECNAVINST 1754.5B  
PERS-67  
14 Dec 2005

SECNAV INSTRUCTION 1754.5B

From: Secretary of the Navy

Subj: EXCEPTIONAL FAMILY MEMBER PROGRAM

Ref: (a) 20 U.S.C., Chapter 33 (Individuals with Disabilities Education Act (IDEA))  
(b) DOD Instruction 1342.12 of 16 Dec 03  
(c) DOD Instruction 1010.13 of 28 Aug 86  
(d) DOD Directive 1342.16 of 16 Oct 87

Encl: (1) Definitions

1. Purpose. To provide policy, procedures, and assign responsibilities for the Exceptional Family Member Program (EFMP) per references (a) through (d). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1754.5A.

3. Applicability and Scope. Provisions of this instruction apply to all units of the Navy and Marine Corps. The EFMP is a mandatory enrollment program. It is an assignment coordination program for active duty personnel who have family members with special needs.

4. Background. Department of the Navy (DON) EFMP was established in September 1987 to comply with references (a) through (d), which collectively mandate that eligible preschool and school-age children with disabilities be provided free and appropriate education overseas in the Department of Defense Dependent Schools (DODDS). The EFMP was later expanded to ensure availability of early intervention services for infants and toddlers with disabilities and special education and related services for preschool and school-age children with disabilities to all authorized family members when sponsors relocate to overseas or isolated assignments. The EFMP ensures sponsors are assigned only to those overseas areas where the specialized medical and educational needs of their Exceptional Family Member (EFM) can be met. It includes the identification, enrollment,

and tracking of all eligible family members with special medical and educational needs, regardless of where the sponsor is assigned.

## 5. Policy

a. Goal. The primary goal of the EFMP is to coordinate Permanent Change of Station (PCS) assignments, ensuring the availability of services required to meet the family's special needs.

b. Enrollment. Enrollment in the program is mandatory. Sponsors are required to identify and enroll all family members who have a medical (physical, mental, emotional) or educational condition at the time of identification or diagnosis of the condition by a privileged health care provider or educational authority. Commander, Navy Personnel Command (COMNAVPERSCOM), will make final determination concerning enrollment in the EFMP for Navy family members. Commandant of the Marine Corps (CMC), Manpower and Reserve Affairs, will make final determination concerning enrollment in the EFMP for Marine Corps family members.

c. Assignments. The location and timing of an assignment will be given careful consideration for a sponsor of an EFM. The sponsor of an EFM must remain worldwide assignable and deployable. The family member will be allowed to accompany the active duty member to locations where the requisite educational/medical services are available. Detailers of such sponsors will also consider opportunities for normal career progression.

(1) Whenever possible, EFM sponsors shall be assigned within DON's geographic areas of responsibility for the provision of early intervention services and related services assigned to the Military Medical Departments for those family members who have a medical (physical, mental, emotional) or educational condition. The Department of Defense has assigned DON responsibility for Iceland, Italy (Naples, Gaeta, La Maddalena, and Sigonella), Spain, Portugal (except the Azores), mainland Japan and Okinawa, Guam, Bahrain, Caribbean region (including Cuba), Greenland, Diego Garcia, Australia, New Zealand, West Pacific, and the embassies in these locations.

DON personnel shall not be sent to another military department's designated area of responsibility without coordination and prior approval from that service.

(2) Assignment policies for EFM sponsors will be established by Chief of Naval Operations (CNO) and CMC. Mandatory enrollment of EFMs and the overseas screening process will facilitate appropriate assignment of sponsors.

d. Advancement. Enrollment in the EFMP shall not prejudice advancement/promotion opportunities. EFM enrollment will be reflected only within the detailee's assignment information system, the EFM's medical record, and the EFM Program Management System. Selection/promotion boards members are not aware of a member's enrollment in the program.

#### 6. Responsibilities

a. Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) is responsible for overall policy control and oversight of the EFMP.

b. The CNO and CMC are responsible for carrying out integrated programs for EFMs under this instruction.

c. Chief, Bureau of Medicine and Surgery (BUMED) shall develop policy for health care providers and patient administrators to identify and enroll eligible service and family members in the EFMP and maintain central screening committees.

d. Commanding Officers shall hold sponsors accountable for prompt enrollment in EFMP at the time of identification or diagnosis of a special needs condition.

7. Action. The CNO and CMC shall take appropriate action to implement the provisions of this instruction.

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(Manpower and Reserve Affairs)

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## DEFINITIONS

1. Authorized Family Member. The family member of an active duty servicemember who meets the following criteria for enrollment in the Exceptional Family Member Program (EFMP). The family member must:

a. Be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS).

b. Have a long-term/chronic medical, psychological or educational need.

c. Reside with the servicemember. Exceptions to the above family members authorized are those living in residence in an educational program, in treatment facilities, or if the servicemember is a geographic bachelor.

2. Designated Military Service. The military service Department of Defense (DOD) has assigned responsibility, in a given geographic area overseas, for providing related services assigned to the Military Medical Departments for those children receiving special education.

3. Early Intervention Services. Services provided to address the developmental needs of an infant or toddler with a disability, birth through age two inclusive and their family, in conformity with an Individualized Family Service Plan.

4. Exceptional Family Member (EFM). An authorized family member (spouse, child, stepchild, adopted child, foster child, dependent parent or dependent sibling) residing with the sponsor, who possesses a physical, intellectual or emotional disability and who requires special medical, mental health, or educational services.

5. Geographic Area. A specific geographic location chosen for a sponsor's assignment where the required medical and educational staff for the sponsor's child with a disability or other family member is available.

6. Related Services Assigned to the Military Medical Departments. Educational services of a medical nature required to determine a student's eligibility for special education, and,

if eligible, the direct or indirect services, as specified in an Individualized Education Program (IEP), necessary for the student to benefit from the educational curriculum.

7. Suitability Screening. The process of identifying a service or family member with a special need that requires special health care or education services at an overseas, remote duty, or operational assignment.

8. Qualified Healthcare Provider. A State licensed physician or certified/credentialed allied healthcare provider, i.e. physician assistant audiologist, occupational therapist, physical therapist, psychologist, or social worker, who is accepted by the Chief, Bureau of Medicine and Surgery (BUMED) as qualified to assess the EFM's condition.

9. Special Education. Specifically designed instruction and related services provided to meet the unique needs of preschool or school-age child with a disability, ages 3 to 21, when a school's case study committee determines the child's educational performance is adversely affected by the disabling condition.