



EFMP

Exceptional
Family Member
Program

Exceptional Family Member Program (EFMP)
H&S BN, HQMC, Henderson Hall
1555 Southgate Road
Arlington, VA 22214

Updated 10/29/2020

From: Exceptional Family Member Program Manager
To: Commanding Officer or Command Representative
Subj: INTRODUCTION AND INFORMATION LETTER FOR NEW COMMAND LEADERSHIP
Ref: (a) MCO 1754.4C
Encl: (1) **Sample Draft EFMP Appointment Letter**
(2) **Confidentiality Acknowledgement Statement**
(3) **Privacy Act Data Cover Sheet**

1. I would like to welcome you to your new assignment and introduce you to the Exceptional Family Member Program (EFMP). Even though you may already be familiar with it, please allow me to inform you of how EFMP can be of service to you, your Marines, Sailors, and their families.

2. The primary role of EFMP is to prevent special needs military families 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.

3. Henderson Hall EFMP offers support programs and provides families with information and referrals to local services, e.g., special education, respite care reimbursement, family support/case management, special housing consideration (determined by HQMC EFMP), EFMP attorney assistance, transition assistance, workshops, trainings, lending library and loan locker.

4. Enrollment in **EFMP is mandatory** for active duty service members who have dependent family members with ongoing medical, mental health, or special education needs. EFMP enrollment needs to be **updated every three years** or if conditions change. Also, if sponsors want to disenroll from EFMP, they are required to complete the same paperwork as when they enrolled (i.e., DD Form 2792 and 2792-1 if needed).

5. Paragraph 4b(10) of reference (a) outlines the responsibilities for the unit commander at the battalion /squadron level. For up-to-date EFMP command information, please visit www.mccshh.com/efmpcommand.html.

6. The EFMP Marine Corps Order (MCO) allows the EFMP Program Manager to provide each unit commander with an EFMP Commander's Report which

lists the sponsors under their command who are enrolled in EFMP and the status of their enrollment. This list only includes the sponsor's name, EFMP enrollment 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 the EFMP Commander's Report is to ensure timely re-enrollment of the sponsor prior to the enrollment expiration date.***

7. Per Henderson Hall EFMP Standard Operating Procedure (SOP), an EFMP Commander's Report is **provided to each unit commander monthly**. If a sponsor remains noncompliant with MCO 1754.4C, Henderson Hall EFMP will elevate the name of the sponsor to HQMC for resolution. In order to receive the EFMP Commander's Report, please sign the *Confidentiality Acknowledgement Statement (CAS)*. You may opt to have a designated appointee.

8. In order for you or your designated appointee to receive a monthly EFMP Commander's Report, I have provided editable enclosures (1), (2) & (3). As the commanding officer (CO), you are always my primary point of contact; therefore, you do not need to complete an Appointment Letter (AL) for yourself. However, I will need you to sign and return enclosure (2) (CAS) to Henderson Hall's EFMP Program Manager. Each designated appointee must complete both, enclosure (1) (AL) and enclosure (2) (CAS). Enclosure (3) (DD Form 2923, SEP 2010) is provided as the cover sheet to maintain any EFMP reports received.

9. Because EFMP is a confidential program, I ask that you allow me or my representative to be included in your unit training. This allows us to reach those individuals who need to know about our program and to share information with the entire command without breaking confidentiality. Families with an exceptional family member (EFM) do not have to continue to struggle to connect with resources on their own. The sponsor will be more effective at work knowing that there is an advocate who is ready and willing to connect with their family with needed services and resources.

10. I am available to you. If you would like discuss this program further, please contact me directly at (703)693-6368; or to set up an EFMP unit brief, which is required for us to conduct annually, please call (703) 693-5353. We also list our resources and local trainings and events on our website at www.mccshh.com/EFMP.html.

Sincerely,

MICHAEL S. FLAHERTY
Henderson Hall EFMP Manager

SAMPLE DRAFT EFMP APPT LTR



UNITED STATES MARINE CORPS

UNIT

H&S Bn, HQMC, Henderson Hall

IN REPLY REFER

1754

CO

DATE

From: **Commanding Officer, Unit**

To: **Rank I. M. Marine XXX XX 1234/0000 USMC**

(Note: CO does not need to be listed. May be multiple individuals; e.g., Executive Officer, Sergeant Major, Adjutant.)

Subj: APPOINTMENT LETTER FOR **(UNIT'S NAME)** EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) REPRESENTATIVE

Ref: (a) MCO 1754.4C

1. Per the reference, you are appointed as the "Unit" point of contact for the Exceptional Family Member Program.
2. The information contained in the reference and the enclosure will assist you in the performance of your duties. If you have any further questions, please contact the EFMP Manager at (703) 693-6368.
3. This authority is effective immediately and will remain in effect until your reassignment or transfer unless rescinded by proper authority. This letter supersedes any previous appointment letter for this position.

I. M. COMMANDING

RECEIVING ENDORSEMENT

From: **I. M. Marine**

To: **Commanding Officer, Unit**

Subj: APPOINTMENT LETTER FOR **(UNIT'S NAME)** EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) REPRESENTATIVE

1. I have read and understand the contents of the reference and have attached a signed copy of the enclosure.
2. My contact number is: _____ and my email address is: _____.

I. M. Marine

Copy to:
Henderson Hall EFMP Manager

Enclosure (1)

Confidentiality Acknowledgement Statement (CAS)

According to the Henderson Hall EFMP SOP, as the EFMP Manager, I am required to send you an EFMP Commander's Report each month. This color-coded report will indicate the names of the sponsors who are enrolled in EFMP within your command and their enrollment status. I would appreciate any assistance that you can offer to reduce the number of expired EFMP enrollments.

This report should not be accessible to any person other than the commander or his/her designated appointee. Commanders seeking to share this information with a delegate who is not a member of their command team should contact their installation legal counsel.

Each enrollment represents a special medical or educational need on the part of a civilian family member; this report should be covered with a Privacy Act Data Sheet (DD Form 2923, dated September 2010), enclosure (3). Any misuse or unauthorized access may result in both civil and criminal penalties.

In addition to caution in handling and storing the EFMP client information, care is required in its use. The privacy of the enrolled family is paramount. Command members should never query sponsors or families as to the reason for their EFMP enrollment, the specialized care required, or the nature of their needs; an inquiry from a command member, senior to the sponsor, could be construed as coercive.

The information may be:

- Used to verify that unit members have met their EFMP enrollment and update responsibilities.
- Used to identify sponsors who have an expired enrollment and to direct the sponsor to update his/her EFMP information; this should be accomplished in a manner which does not identify their enrollment to others.
- Stored as a subject file in a location available only to the commander and/or designated appointee responsible for it.

The information may not:

- Be maintained or reflected in any of the unit's records of the sponsor, including the service record book or fitness reports.
- Be shared with volunteers.
- Be used to single out EFMP-enrolled families for contact.

Print Name & Sign

Date

Unit



Privacy Act Data Cover Sheet

To be used on
all documents
containing personal
information

DOCUMENTS ENCLOSED ARE SUBJECT TO THE PRIVACY ACT OF 1974

Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of their official duties. Deliver this/these document(s) directly to the intended recipient. **DO NOT** drop off with a third-party.

The enclosed document(s) may contain personal or privileged information and should be treated as "For Official Use Only." Unauthorized disclosure of this information may result in **CIVIL** and **CRIMINAL** penalties. If you are not the intended recipient or believe that you have received this document(s) in error, do not copy, disseminate or otherwise use the information and contact the owner/creator or your Privacy Act officer regarding the document(s).

Privacy Act Data Cover Sheet

DD FORM 2923, SEP 2010

Enclosure (3)