



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1754.4
B 374
23 Jul 01

MARINE CORPS BASE ORDER 1754.4

From: Commanding General
To: Distribution List

Subj: EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

Ref: (a) SECNAVINST 1754.5
(b) MCO P1754.4A
(c) OPNAVINST P1754.2A
(d) ALMAR 240/95

Encl: (1) USN Levels of Enrollment
(2) USMC Categories of Enrollment
(3) Military Committee for Persons with Disabilities
Constitution and By-Laws

1. Purpose. To set forth policies and procedures for the administration of an EFMP as directed by references (a) through (d).

2. Background

a. The Marine Corps EFMP was established in April 1990 to provide for the assignment of servicemembers with handicapped family members to areas where special medical, special education, and medically related services are available or can be obtained readily. Of particular concern are assignments to overseas duty stations with limited services to support the Exceptional Family Member's (EFM) needs. The program is designed to improve the quality of life of the affected family and provide procedures and guidelines to facilitate appropriate assignment of cases; Community Services Center (CSC) assistance in compiling and transmitting EFM case information; and consideration of the needs of the EFM during the assignment process of the sponsor.

b. An EFM is a military family member with one or more handicapping conditions or needs requiring special medical, special education, or medically related services. Special needs include those characterized as physical, intellectual, emotional, or psychological.

23 Jul 01

3. Policy

a. The EFMP is established to identify and assist military personnel with family members who have special needs by ensuring the sponsor is assigned to locations with specialized services needed by the EFM. Enrollment is mandatory for Marines per reference (b) and for Sailors per reference (c).

b. Enrollment in the EFMP will be handled in a confidential manner. Information regarding an EFMP enrollment will appear only in the EFM health records, the HQMC EFMP registry, and the files of the appropriate assignment branch. Per reference (d), commanders will be notified by the Director, CSC of personnel assigned to their commands who are enrolled in the program. Confidentiality is required and EFMP registry will not be an element of the Manpower Management System or individual record books.

c. Enrollment in the EFMP will provide priority housing, depending upon the level of need as certified by the EFMP Coordinator. Certification by the EFMP Coordinator does not automatically register a member for a housing priority. After being certified, by the EFMP Coordinator, the servicemember must check-in with the housing office to assure their EFMP status is considered when they are placed on the housing priority list.

4. Objective. The objective of the EFMP is to assist military family members with special needs without detracting from the sponsors' performance in all possible service environments. By the early identification of these families, monitors and detailers can ensure that sponsors are assigned to locations where services exist to support the EFM. This is especially critical in overseas assignments. Successful execution of EFMP policies will improve the quality of life of military families with special needs and provide systematic EFMP assignment policy.

5. Program Structure

a. The EFMP is a service-oriented program operated in the CSC. A coordinator is assigned the responsibility for the daily operations and management of the EFMP.

b. The Director, Marine Corps Community Services will conduct the Commanding General's Exceptional Family Member Program Town Hall meetings quarterly and publish the time, date, and location. The Commanding General or the Chief of Staff, Marine Corps Base, Quantico will host the Town Hall meetings.

c. The Military Members with Disabilities Committee will be established for the purpose to advise the Director, Marine Corps Community Services Division on the services for persons with disabilities aboard Base; to identify problem areas, make suggestions for improvement to existing facilities, new programs, and new facilities. The committee will meet monthly and have a maximum of 21 committee members. The committee members will elect officers to serve on the committee. Meetings will be held monthly with the recording of minutes that are to be sent to the Commanding General via the Director, Marine Corps Community Services Division within 5 working days following a meeting. The Constitution and By-Laws for the establishment and operation of the Military Committee with Disabilities are at enclosure (3).

6. Program Administration

a. Identification and Referral. Identification may be made by anyone, but primary identification is usually made by medical service providers, educators, childcare providers, parents, or a spouse. Identification begins with referral to the local EFMP Coordinator. The majority of EFMs are identified during the overseas screening process and during routine medical appointments. The Overseas Screening Coordinator instructs the sponsor to contact the EFMP Coordinator to complete the enrollment process. The sponsor's name, unit, and phone number are given to the EFMP Coordinator to facilitate followup procedures.

b. Enrollment Procedures

(1) Needs Assessment. The EFMP Coordinator schedules an interview with the family to explain the program and procedures, to complete an intake form, and to open a case file and schedule appropriate appointments for required medical or educational evaluations. During the evaluation process, the coordinator maintains close contact with the family and the evaluating agencies to assist with the enrollment process and to prevent any unnecessary problems or delays.

(2) Medical Evaluation. The CO or designated representative, Naval Medical Clinic, Quantico, will conduct a medical evaluation to determine the family member's needs. The EFMP Functional Medical Summary, NAVPERS 1754/3, will be completed and submitted to the EFMP Coordinator and forwarded to the Commandant of the Marine Corps (CMC) for Marines or Bureau of Medicine (BUMED) for Sailors, via the USN Central Screening Committee, Portsmouth, VA. If the sponsor is not available, the NAVPERS 1754/3 (5-90) is signed by the spouse.

23 Jul 01

(3) Enrollment Evaluation. The Superintendent, Quantico Dependents Schools conducts educational evaluations when it is consistent with the school system and DoD special education policies and procedures. If it is found that the child needs special education, the Director of the Special Education Department will attach NAVPERS 1754/1 EFM application along with the Individual Education Plan (IEP). The first page of the EFMP Special Education Worksheets, NAVPERS 1754/4, is completed for EFM children not in special education. If the child is in special education, subsequent pages are completed and a copy of the current IEP is attached and submitted to the EFMP Coordinator and forwarded to the CMC or BUMED, via Portsmouth Naval Hospital, VA. NAVPERS 1754/5 is not required for adults or preschool age children.

(4) Enrollment Determination. Upon receipt of medical and/or educational evaluations, the coordinator submits the EFM's application to CMC and BUMED via the USN Central Screening Committee, Portsmouth, VA. Program eligibility for Marines is determined by CMC (MHF). The sponsor is notified by letter when enrollment or dis-enrollment is effected and the category of enrollment of the EFM. Program eligibility for Sailors is determined by Bureau of Naval Personnel Code 662, which also notifies the Detailers' EFM Coordinator. The sponsor is notified by letter via his/her CO of the level of enrollment for the family member. Enrollment is by category for Marines and by level for Sailors. Descriptions of USN Levels of Enrollment are at enclosure (1) and descriptions of USMC Categories of Enrollment are at enclosure (2).

(5) Non-compliant Sponsor. In the event that an EFM is identified and the sponsor refuses to enroll in the program (within 30 days of arrival to Quantico), a letter will be sent to his/her CO requesting that the servicemember be directed to report to the EFMP Coordinator as soon as possible to begin the enrollment procedure.

c. Case Management

(1) The EFMP Coordinator originates a case file on each potential EFM when initial contact is made with the sponsor or spouse. Required information is entered into the EFMP database as well as the Quantico MS Access database. After a family is enrolled, they are provided with information concerning civilian and military services that are available to the family and the EFM.

(2) Recertification is required, as per reference (b), every 2 years after initial enrollment for Marines and 3 years after initial enrollment for Sailors, unless an update is required earlier.

The EFMP Coordinator assists the sponsor with the completion and submission of a recertification package. The requirements are identical to the original application package.

(3) Upon transfer of the sponsor from Quantico, the sponsor will report to the EFMP Coordinator at the gaining command who will contact the losing command's EFMP Coordinator to forward the sponsor's EFM file via certified mail. The MS Access database will be updated and a copy of the record transfer form will be forwarded to the CMC (MHF).

d. Disenrollment Procedures. When the need arises for disenrollment from the program, the sponsor will provide a letter, to the EFMP Coordinator, from a medical doctor and/or a school official documenting the EFM has sufficiently recovered from the impairment and specialized medical care and/or special educational services are no longer required. In case of a death, the sponsor must notify the EFMP Coordinator who will contact CMC or BUMED to disenroll the sponsor.

e. Assignments

(1) Current Duty Station. During the evaluation, a services assessment is made to determine if adequate services are available at Quantico for the EFM. If not, the sponsor can initiate a humanitarian transfer via his/her command.

(2) PCS Orders. The EFMP Coordinator will ensure that the appropriate assignment branch at HQMC (M&RA) is aware of the facilities and support available for an EFM at the new duty station prior to assignment designation of the EFMP sponsor for an accompanied or CONUS tour. Unaccompanied tours do not require any screening since the EFM is not relocating. If the family member has a disability identified during overseas screening, the overseas screener will send the sponsor to the EFMP Coordinator for enrollment. The sponsor's orders will be held in abeyance until the EFM enrollment package has been processed, per reference (c). EFM sponsors should make direct liaison with the appropriate assignments branch personnel during the assignment process to ensure needs of the EFM are met.

f. Program Advocacy

(1) Command Information and Education. To ensure that all active duty Marine Corps and Navy personnel are aware of the importance and benefits of the EFMP, each command should include a period of instruction in its command information program's annual schedule. The instruction will emphasize that enrollment in the EFMP

will have no adverse effect on their careers. This training will be coordinated with the Director, CSC.

(2) Information and Referral. The EFMP Coordinator will establish and maintain current resource files pertaining to disabilities and related services provided by national, state and local associations/organizations in the military, civilian and private sectors. A library will be maintained with brochures, pamphlets, newsletters, catalogs, membership forms, program schedules, and visual materials from agencies providing services for the disabled. The coordinator will pursue sources of local or regional training on disabilities.

(3) Support Groups. One of the most effective methods of sharing information and support among EFMP families is through support groups. The EFMP Coordinator will coordinate and encourage participation of EFMP families in the groups.

(4) Respite Care. The EFMP Coordinator will establish and maintain a respite care program for handicapped family members. Such services are to be made available through existing military and civilian activities. The purpose of respite care is to provide a temporary rest period for family members who regularly care for handicapped persons.

7. Action

a. COs

(1) Ensure wide dissemination of the contents of this order. Incorporate EFMP into the Troop Information Program.

(2) Refer members of your command with EFMs to the CSC for enrollment in the EFMP.

b. Director, Marine Corps Community Services (MCCS). Provide supervision for the execution of the EFMP per this order.

(1) CSC, Quantico, VA is designated as the East Coast Regional Services Center and, consequently, shall assume cognizance over enrollments and EFMP coordination for all Marine Corps commands and detachments that do not have access to a local CSC, in areas east of the Mississippi River, except Wisconsin.

(2) Initiates enrollment for EFMP referrals.

(3) Assists sponsors in obtaining medical and educational evaluations.

23 JUL 2001

(4) Forwards completed NAVPERS 1754/1 to the CMC (MHF) EFMP Manager.

(5) Forwards completed EFMP enrollment (initial, updates, and disenrollment) forms to the appropriate screening committee.

(6) Review monthly reports (generated by the EFMP Coordinator), detailing the demographics of the EFMs to ensure optimum utilization of services.

c. CO, Naval Medical Clinic

(1) Naval Medical Clinic staff, that have family members with special needs, will be enrolled by the overseas screener and EFMP forms will be forwarded to the EFMP Coordinator at the CSC.

(2) Conduct medical evaluations on family members requesting enrollment in the EFMP and forward required documentation to the EFMP Coordinator.

(3) Appoint, in writing, a representative to serve on the Military Members with Disabilities Committee as described in paragraph 5c above and forward point of contact information with phone number to the CSC Director.

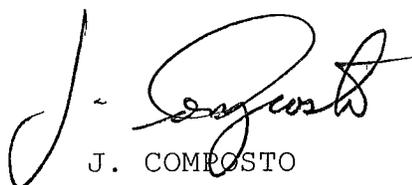
d. Superintendent, Quantico Dependents Schools

(1) Identify and refer students with special needs to the EFMP Coordinator.

(2) NAVPERS 1754/4, Special Education Worksheet, is completed by a school official when special education exceeds 20 percent of school time or when the IEP is required. The special education endorsement is required for all school age children up to 21 years of age.

(3) Appoint, in writing, a representative to serve on the Military Members with Disabilities Committee and forward point of contact information with phone number to the Director, Family Services Center.

8. Concurrence. This order has been coordinated with and concurred in by the CG MCCDC.



J. COMPOSTO

DISTRIBUTION: INTERNET

USN LEVELS OF ENROLLMENT

Levels of enrollment are assigned based on frequency of need, specialist required, and availability to the Navy family.

Level I - EFM enrollees' medical or educational condition requires monitoring by the EFMP Manager but does not preclude the sponsor's assignment to overseas/isolated duty stations, nor requires assignment near a major medical treatment facility, nor dictates homesteading.

Level II - EFM enrollees' medical or educational condition requires special placement in compatible geographic areas, pinpointing assignments in CONUS and overseas.

Level III - EFM enrollee is exempt from overseas assignment. The medical and/or educational condition of this category of EFM precludes the assignment of the sponsor to overseas locations based on non-availability of medical and/or educational services.

Level IV - EFM enrollee requires sponsor assignment near a major medical facility (either military or civilian). These sites coincide with large fleet concentration locations.

Level V - EFM enrollee requires sponsor homesteading. These EFM enrollees are considered by the Central Screening Committee to be severely disabled. Homesteading will provide for a long-term retention of the sponsor and his/her family in an approved area to benefit the EFM enrollee by creating a stable environment for procurement of medical and educational benefits. Homesteading will not preclude the requirement for at sea/shore rotation of the sponsor, nor will it interfere in the assignment of a sponsor-elected unaccompanied or sponsor-elected geographical bachelor assignment, provided the needs of the EFM are addressed and the sponsor counseled.

Level VI - EFM enrollee requires sponsor to enroll temporarily for a period of at least 6 months but no more than 1 year while treatment or diagnostic assessments are ongoing. Servicemember will submit an updated application at the end of the temporary enrollment period.

USMC CATEGORIES OF ENROLLMENT

Categories of enlistment are based on frequency of need, specialist required, and availability to the Marine family.

Category 1 - EFM enrollee's medical or educational condition requires monitoring by the EFMP Manager but does not preclude the sponsor's assignment to overseas/isolated duty stations, nor requires assignment near a major medical treatment facility.

Category 2 - EFM enrollee's medical or educational condition requires special placement in compatible geographic areas, pinpointing assignment in CONUS or overseas.

Category 3 - EFM enrollee is exempt from accompanied overseas assignment. The medical and/or educational condition of this category precludes the assignment of the sponsor to accompanied overseas location based on non-availability of medical and/or educational services.

Category 4 - EFM enrollee requires sponsor's family members to be located near a major medical facility either military or civilian (preferably military) in CONUS ONLY. Sponsor is eligible for an overseas assignment.

MILITARY COMMITTEE FOR PERSONS WITH DISABILITIES
CONSTITUTION AND BY-LAWS

ARTICLE I
NAME, LOCATION, SYMBOL AND AUTHORITY

Section 1: This committee shall be known as the Military Committee for Persons With Disabilities.

Section 2: The symbol of the committee shall be an American flag with two wheelchairs inside.

Section 3: The seat of this committee shall be on MCB, Quantico, VA. Mailing address is: C/O Community Services Center, Exceptional Family Member Program (EFMP), Little Hall, 2034 Barnett Avenue, Quantico, VA 22134.

Section 4: This committee shall consist of military families who are active duty and retired personnel, for the purpose of advising the Director of Marine Corps Community Services (MCCS) on matters concerning services and accessibility for persons with disabilities aboard Marine Corps Base (MCB), Quantico.

ARTICLE II
MANDATORY STATEMENTS

Section 1: This committee is established by direction of the Director of MCCS.

Section 2: This committee will not discriminate on the basis of race, color, religion, national origin or disability. This organization fully supports the laws and regulations governing this base, state, and nation.

Section 3: All committee members are required to read the constitution and by-laws upon joining the committee.

Section 4: All members are required to maintain high professional standard in accordance with their chosen occupation.

Section 5: Any member who, without cause, absents him or herself from three consecutive regular meetings of this committee shall forfeit his or her seat on the committee.

Enclosure (3)

ARTICLE III
PURPOSE

The purpose of this committee shall be to advise the Director of MCCS on the services for persons with disabilities aboard Base; to identify problem areas, making suggestions for improvement to existing facilities, new programs, and new facilities.

ARTICLE IV
MEMBERSHIP

Section 1: Military family members, active duty, retired military personnel and Department of Defense (DoD) personnel stationed at or served by MCB, Quantico.

Section 2: The committee shall have no less than 7 and no more than 21 members.

ARTICLE V
DISCRIMINATION CLAUSE

This organization fully supports the United States and the State of Virginia's policies on equal opportunity and will not discriminate in membership eligibility on the basis of race, color, religion, national origin, or disability. This organization will not accept invitations from, nor participate in any activity or organization that does not conform to the United States and Virginia's nondiscrimination policies or that discriminates on the basis of race, color, religion, national origin, or disability.

ARTICLE VI
COMPOSITION OF THE GOVERNING BODY
AND DUTIES OF OFFICERS

Section 1: The committee shall have the following officers:

President
Vice President
Recording Secretary
Secretary
Parliamentarian

Section 2: The committee shall have the following standing committees:

Executive Committee
Membership Committee
Program Committee
Constitution Committee

ARTICLE VII
ELECTION OF OFFICERS

Section 1: Nominations will be held at the first regular meeting in April.

Section 2: This committee shall hold its annual elections at the first regular meeting in May. The successful candidates shall take office not later than the first regular meeting the following June.

Section 3: All vacancies occurring during the fiscal year shall be filled by special election. The President may appoint a temporary officer to fill the vacancy until the special election is held.

Section 4: Following the annual election of officers at the regular meeting in May, the slate of officers shall be mailed within 5 working days to the Directors of MCCS and Community Services Center.

Section 5: A candidate for election to the Presidency shall be a member in good standing with this committee for at least 5 months prior to the meeting at which he became a candidate. The 5-month requirement may be waived upon two-thirds vote of the members in good standing present.

Section 6: All committee officers are subject to removal from office for cause upon a three-fourths vote of all members.

Section 7: Any officer who, without cause, absents him or herself from three consecutive regular meetings of the committee shall forfeit his or her office. Upon an affirmative vote of three-fourths of all members, the office shall be declared vacant.

Section 8: Any office that becomes vacant after the installation of officers shall be filled at the next regular meeting of the committee. Except as provided in section 5 of this Article, the candidates may be any members of the committee.

Enclosure (3)

MCBO 1754.4
23 Jul 01

Section 9: All officers must be active with the committee at the time of election and throughout the tenure of the office.

ARTICLE VIII
FEES AND DUES

There shall be no fees or dues to be a member of this committee.

ARTICLE IX
AMENDMENTS

Section 1: The Constitution may be amended or repealed in whole or in part upon the affirmative vote of three-fourths of the members present. The By-laws may be amended or repealed in whole or in part upon the affirmative vote of two-thirds of the members in good standing present, and will be given sufficient time to review the proposed changes. All members may vote in person or by proxy and will be given sufficient time to review proposed changes.

Section 2: Proposed amendments will not conflict with MCCS or MCB, Quantico standing orders, regulations or laws.

RATIFICATION

THIS CONSTITUTION WAS APPROVED BY MAJORITY VOTE ON

_____.

President

Secretary

Enclosure (3)

BY-LAWS

ARTICLE I
DUTIES OF OFFICERS

Section 1: Officers, at the end of their term of office, will ensure that all committee records are delivered to the new officers within 2 weeks, or placed in a permanent file of the organization to be available to the successors. Documents pertaining to the committee are not the property of the individual officers and may not be withheld or destroyed.

Section 2: The duties of the President shall include, but shall not necessarily be limited to the following:

2.1. He/she shall preside over all meetings, execute all of the laws and appoint all committees not otherwise provided for as well as standing committees, except where objection is raised and sustained by a majority of the members present.

2.2. He/she shall be responsible for such other functions as are usual for presiding officers.

Section 3: The Vice President

3.1. He/she shall perform the functions of the President when for any reason whatsoever, the President is absent or unable to perform.

3.2. He/she shall preside as Chairman of the Executive Committee and serve as liaison officer between the President and the standing committees.

3.3. He/she shall serve the President as his/her assistant.

Section 4: The Recording Secretary

4.1. He/she shall observe and keep minutes of the proceedings of the committee at each meeting thereof, and after the approval of the minutes at the next regular meeting, he/she shall make permanent records of them in a permanent records book.

4.2. Said records book must be brought to all meetings and kept with strict security.

Enclosure (3)

Section 5: The Correspondence Secretary

5.1. He/she shall conduct the correspondence of the committee as related to the routine affairs of the body and keep a complete list of all members of the committee resident.

5.2. He/she shall perform the duties of the recording secretary in his/her absence or inability to function and assist him/her whenever necessary.

Section 6: The Parliamentarian

6.1. He/she shall advise the President and the committee on questions of parliament law and procedure according to Robert's Rule of Order Newly Revised.

6.2. He/she shall interpret the committee's constitution and any other laws that Govern this committee.

ARTICLE II
DUTIES OF THE STANDING COMMITTEES

Section 1: The President will normally appoint committee chairmen.

Section 2: The Executive Committee

2.1. This committee shall consist of all the officers of the committee.

2.2. The chairmen of the standing committees or their representative shall sit with the Executive Committee but shall not vote.

2.3. Vice President shall act as chairman of the Executive Committee.

Section 3: The Program Committee

3.1. This committee is responsible for the annual calendar of all committee activities. This calendar will be presented to the committee during the June meeting and voted on during the July meeting.

3.2. The committee will make recommendations for and carry out the major social activities of the organization.

Enclosure (3)

Section 4: The Membership Committee. This committee shall interview prospective committee members before they are introduced to the board for a possible seat on the committee.

Section 5: The Constitution Committee

5.1. This committee shall ensure that the organization's constitution is kept up-to-date; research proposed amendments and ensure they are properly printed and distributed to all members of the committee.

5.2. The Parliamentarian shall act as chairman.

ARTICLE III
MEETINGS

Section 1: Meetings will be held the second Thursday of each month at a time and place decided upon by the program committee.

Section 2: The President may call special meetings at any time upon his/her own volition, upon the petition of one-fourth of the members or upon resolution of the Executive Committee.

Section 3: A quorum shall consist of a minimum of seven members or one-fourth of the total number of members, whichever is less.

Section 4: The order of business at any regular meeting of the committee shall be as follows:

- A. Meeting Program
- B. Reading of Minutes
- C. Reading of Correspondence
- D. Report of Officers
- E. Report of Committees
- F. Old Business
- G. New Business
- H. Adjournment

Section 5: When neither the President nor the Vice President is present, a meeting shall be presided over by the officer present whose office is listed earliest in Article V, Section 1 of this Constitution and By-laws.

Section 6: The chairmen and officers of the committee shall submit all reports typewritten.

Enclosure (3)

MCBO 1754.4
23 Jul 01

ARTICLE IV
AMENDMENTS TO BY-LAWS

The methods, requirements, and procedures for amending the By-laws shall be as stated in Article IX of the Constitution.

RATIFICATION

THESE BY-LAWS WERE APPROVED BY MAJORITY VOTE ON

_____.

President

Secretary

Enclosure (3)