



# EFMP Exceptional Family Member Program

## Initial Enrollment/Renewal/Disenrollment Instructions

There is one process for initial enrollment, updating and applying for disenrollment from the Exceptional Family Member Program. Per **OPNAVIST 1754.2F**, all service members with qualifying dependents must maintain and updated EFMP status. Failure to enroll and/or update may impact continuity of EFM care and future POCs moves. It is the responsibility of the Service Member to keep both NFAAS and EFMP updated with their current information.

### When to renew your EFMP paperwork:

- EFMP enrollment **MUST** be updated every (3) years.
- If there is a significant change in medical diagnosis, treatment or medication.
- If the EFM receives a new diagnosis.
- After an Individualized Education Program (IEP) meeting, or an update in the EFM’s learning plan.
- Twelve (12) months prior to PRD.

### Who to contact:

Navy/AF Family Support	Completed DD Forms NAVY	Navy Overseas Screening
<p style="text-align: center;"><b>Jessi Koehn</b> EFMP Case Liaison EFMP-FS Jessica.koehn.ctr@navy.mil</p> <p style="text-align: center;">Military &amp; Family Support Center (808) 474-1999</p>	<p style="text-align: center;"><b>Audrey M. Corum</b> Military Treatment Facility Coordinator (MTFC) Audrey.m.corum.ctr@mail.mil</p> <p style="text-align: center;">Naval Health Clinic Hawaii 480 Central Ave. Bldg. 1514 (808) 473-2444 Opt.9 Ext. 4525</p>	<p style="text-align: center;"><b>HM1 Alday</b> Overseas Screening Jessiechristian.r.alday.mil@mail.mil</p> <p style="text-align: center;">Naval Health Clinic Hawaii 480 Central Ave. Bldg. 1514 (808) 473-2444 Opt.9 Ext. 4533</p>

### Required Forms:

**DD Form 2792** (Family Member Medical Summary): Completed with the EFM’s Primary Care Manager or medical specialist.

**DD Form 2792-1** (Special Education/Early Intervention Summary): Completed with a Special Education Teacher/School Specialist.

- Only required if there is an educational need; Early Intervention services, Individualized Education Program (IEP) or 504 Plan.
- Children under the age of 22, currently enrolled in school.

### Required Forms Continued:

Electronic copies of the DD 2792 and the DD 2792-1 can be obtained by:

- Contacting your EFMP Case Liaison
- Online at Great Life Hawaii: <https://jbphh.greatlifehawaii.com/support/military-family-support-center/exceptional-family-member-program-efmp>
- Online at the Executive Services Directorate; DoD forms Management Program: [https://www.esd.whs.mil/directives/forms/dd2500\\_2999/](https://www.esd.whs.mil/directives/forms/dd2500_2999/)

### Completed Form Submission:

1. **BEFORE SUBMISSION**; Please check your NFAAS account to ensure your contact information is accurate. You will ONLY be contacted through the email/telephone number(s) listed under 'Sponsor Information'. If you would like your spouse to receive updates, please add their email address under 'Email 2'.
2. To submit in person:
  - a. Contact the MTFC at (808) 473-2444 Opt.9 Ext. 4525, to set up a date/time for drop-off.
  - b. If you would like a completed paperwork review, please contact the MTFC prior to arriving at the SMART clinic to ensure their availability.
3. To submit electronically:
  - a. Send an encrypted email with the attached DD forms to the MTFC at the contact information listed above.

### Additional Information:

EFMP enrollment is mandatory and is required immediately upon identification of a special need.

The EFMP covers medical, dental, mental health, developmental, educational, adaptive equipment, assistive technology devices and services.

DoD civilian employees and their family members do not enroll in the EFMP.

EFMP Respite Care is specifically designed for Navy families who have children identified as CAT IV or V.

Category 6 is considered a temporary category and must be updated within one (1) year to receive a permanent category, or to be disenrolled from the program.

Service members can track their EFMP information by logging onto their NFAAS account and clicking on the 'EFMP' tab. The EFMP tab will provide the EFMs case number, category, case liaison contact information and case expiration date.

Disenrollment is **NOT** automatic: the EFM will not be removed from the program when their case expires. You must apply for disenrollment following the same process as enrollment/renewal. In special circumstances, a memo from your commanding officer may be used in lieu of the DD 2792. Please consult with the MTFC BEFORE beginning this process for confirmation of your situation.

Enrollment in DEERS is necessary for enrollment in the EFMP, however, disenrollment from the EFMP is not related to DEERS eligibility and does not affect DEERS enrollment.