DoD Instruction 1315.19

The Exceptional Family Member Program (EFMP)

Originating Component:	Office of the Under Secretary of Defense for Personnel and Readiness
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Approved by:	A. M. Kurta, Performing the Duties of the Under Secretary of Defense for Personnel and Readiness

Purpose: In accordance with the authority in DoD Directive (DoDD) 5124.02, this issuance:

- Establishes the EFMP and establishes policy, provides guidance, assigns responsibilities, and prescribes procedures for:
  - Identifying a family member with special needs who is eligible for services as defined in this instruction.
  - Coordinating travel at government expense for family members of active duty Service members who are identified with a medical condition that requires coordination with the appropriate medical office of the Service members projected assignment or duty location or those with an early intervention or special education plan that meet the DoD criteria for special education needs.
  - Processing DoD civilian employees who have family members with special needs for an overseas assignment.
  - Providing family support services to military families with special needs.

- Establishes a system of monitoring and assigns oversight responsibilities for the EFMP.
- Authorizes the development of implementing guidance and forms necessary for the operation of the EFMP in accordance with this instruction.

DoDI 1315.19, 04/19/2017

- Does not create any rights or remedies in addition to those already otherwise existing in law or regulation, and may not be relied upon by any person, organization, or other entity to allege a denial of such rights or remedies.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the National Guard Bureau, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the "DoD Components").

b. Service members who have family members with special needs as described in this instruction.

c. All DoD civilian employees in overseas locations and selectees for overseas positions who have family members with special needs as described in this instruction.

1.2. POLICY. It is DoD policy that:

a. The EFMP identifies family members with special needs, enrolls sponsors in the program, and participates in the coordination of assignments for active duty Service members in order for the special needs of family members to be considered during the assignment process.

b. Active duty Service members whose families include a member with special needs must enroll in the EFMP to ensure their family members' special needs are considered during the assignment process.

c. The EFMP provides family support services, including non-clinical case management, to military families with special needs regardless of the sponsor's Service affiliation or enrollment status in the EFMP, as described in Section 6. Family support service to the Reserve Component is dependent upon each Service's eligibility requirements.

d. The assignment or stabilization requests of members of the armed forces who are members of military families with special needs, shall be addressed in a manner consistent with the needs of the armed forces and responsive to the career development of members of the armed forces on active duty.

e. Active duty Service members whose families include a member with special needs may be stabilized in Alaska, Hawaii, or a continental United States (CONUS) assignment location for a minimum of 4 years when:

(1) The request is initiated by the Service member.

(2) The family member has a documented need for stabilization, as determined by Service-specific guidance.

(3) Stabilization does not have an adverse effect on the mission requirements of the Military Department.

(4) The career development of the Service member has been considered and is not affected adversely.

f. The special needs of a civilian employee's family member will not be considered in the selection of a civilian for an overseas position.

1.3. PROCEDURES. The procedural sections in this issuance include information regarding criteria for identifying family members with special needs, assignment coordination procedures, overseas processing procedures for DoD civilian employees, family support services, and the Office of Special Needs (OSN).

1.4. INFORMATION COLLECTIONS.

a. The annual report to Congress on the activities of the OSN, referred to in Paragraph 2.1.b
of this instruction, is submitted to Congress in accordance with Section 1781c of Chapter 47, Title 10, United States Code (U.S.C.) and is coordinated with the Assistant Secretary of Defense for Legislative Affairs in accordance with the procedures in DoD Instruction (DoDI) 5545.02.

b. The annual report of EFMP enrollment and assignment function, referred to in Paragraph 2.5.s of this instruction, has been assigned report control symbol DD-P&R(A)2213 in accordance with the procedures in Volumes 1 and 2 of DoD Manual (DoDM) 8910.01 .

SECTION 2: RESPONSIBILITIES

2.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R):

a. Provides for an OSN, pursuant to Section 1781c of Title 10, U.S.C..

b. Submits an annual report to Congress, pursuant to Section 1781c of Title 10, U.S.C., on the activities of the OSN, including identification of gaps in services for military families with special needs and actions being taken or planned to address such gaps.

2.2. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the USD(P&R), the ASD(M&RA):

a. Consults with the Secretaries of the Military Departments, as appropriate, to ensure the development, implementation, and monitoring of an effective EFMP across DoD, in accordance with this instruction.

b. Resolves disputes among the DoD Components regarding the implementation of procedures in Sections 3 through 7 of this instruction.

c. Requires the Military Services and DoD Education Activity (DoDEA) to notify OSN of additions, deletions, or substitutions to the locations of Early Intervention Services (EIS) and special education in overseas military communities.

d. Convenes an Overarching Committee meeting at least once a year to review the implementation of this instruction. Representatives from the ASD(M&RA); the Assistant Secretary of Defense for Health Affairs (ASD(HA)); the General Counsel of the Department of Defense; the Secretaries of the Military Departments; must attend. A representative of the Commandant of the Coast Guard shall be invited to attend. Participants will:

(1) Represent functional areas including: military medical; military and civilian personnel; housing; dependents' education; legal; child and youth services; morale, welfare, and recreation; and community support activities.

(2) Review Service and DoDEA reports on family support services, assignment coordination, the pinpoint locations of EIS and special education overseas, and data requirements of this instruction.

2.3. ASD(HA). Under the authority, direction, and control of the USD(P&R), the ASD(HA):

a. Advises the USD(P&R) regarding the availability of specialized medical services to family members with special needs.

b. Collaborates with the OSN on medical issues related to this instruction.

c. Participates in the development and deployment of a data management system, including appropriate interfaces that support the EFMP mission.

d. Ensures that policies and procedures are in place within the Military Health System (MHS) to safeguard personally identifiable information (PII) and protected health information (PHI) gathered during the medical processes required by this instruction in accordance with DoDD 5400.11, DoDI 6025.18, DoD 5400.11-R, and DoDI 8580.02.

e. Ensures procedures are established to make purchased care providers aware of the mandatory enrollment requirements when a family member of an active duty Service member is identified within the purchased care system with a medical condition that meets the criteria in Section 3.

f. Ensures that there is a medical case management program to support military families with special medical needs following Defense Health Program eligibility guidelines. The case managers will collaborate with the EFMP non-clinical family support services personnel in assisting the eligible population consistent with DoDD 5400.11, DoDI 6025.18, DoD 5400.11-R, and DoDI 8580.02.

2.4. DIRECTOR, DODEA. Under the authority, direction, and control of the ASD(M&RA), the Director, DoDEA:

a. Designates and updates as necessary a point of contact in each DoDEA overseas area to review the DD Form 2792-1, "Special Education/Early Intervention Summary," for all schoolaged children (ages 3-21) with disabilities. Makes recommendations to the Military Services and Defense Agencies on the availability of special education services.

b. Ensures that policies and procedures are in place to inform families of the requirement to enroll in the EFMP when their child is enrolled in a DoDEA school and is covered by an Individualized Education Program (IEP).

c. Requests reimbursement from the sending Military Department when there is a failure to coordinate an overseas assignment with DoDEA that results in the assignment of the Service member to an overseas location when one or more of the following conditions are met:

(1) DoDEA personnel are not available to provide special education pursuant to the child's IEP.

(2) There is no DoD school, but DoDEA has the responsibility to provide special education pursuant to the child's IEP.

(3) The DoDEA incurs expenses (e.g., hiring additional staff) beyond normal operations to provide special education pursuant to the child's IEP.

d. Submits an annual memorandum to the ASD(M&RA), reflecting the prior school year's data (e.g., August of one calendar year through June of the following calendar year) not later than October 15, including the number of:

(1) Assignments coordinated by the DoDEA to include locations, travel recommendations, and the associated military department.

(2) Problematic assignments, including the reasons (e.g., the assignment was not coordinated with DoDEA or the information that was supplied was incorrect or incomplete by Military Department or Defense Agencies and location) and the estimated cost to provide the required special services.

(3) Problematic assignments for which reimbursement was considered.

2.5. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

a. Establish guidance consistent with this instruction and ensure leadership oversight at all levels of military command for implementation, monitoring, and evaluation of this instruction.

b. Program, budget, and allocate sufficient funds and other resources, including staffing, to meet the policy objectives of this instruction.

c. Establish an EFMP within their Department that includes identification and enrollment, assignment coordination, and family support services components; and promote collaboration between the three components.

d. Ensure that when a family member of an active duty Service member is identified within a military treatment facility with a medical condition that meets the criteria in Section 3, that the Service member is referred to the Service-specific EFMP point of contact. Confirm that the EFMP point of contact will enroll the Service member and follow-up to complete the DD Form 2792, "Family Member Medical Summary."

e. Require military treatment facility personnel to be trained on the policies and procedures in this instruction.

f. Participate in the development and deployment of a data management system, including appropriate interfaces that support the EFMP mission.

g. Publish the guidelines that define the EFMP on the appropriate Headquarters Service website, and ensure that all installation websites link to this official information.

h. Ensure the establishment of generic e-mail addresses for installation EFMP family support services personnel as well as the medical offices supporting the EFMP so that Service members and their family members have easy access to support capabilities.

i. Establish policies and procedures to safeguard PII and PHI.

j. Ensure the establishment of screening and evaluation procedures for the purpose of identifying family members of active duty Service members with special needs. The guidelines should be commensurate with established TRICARE access to care standards, and include those family members whose primary provider is in the TRICARE network.

k. Ensure annual education and training to key personnel is conducted on the policies and procedures in this instruction and on topics appropriate to providing family support services. These topics may include EIS, special education, Medicaid, supplemental security income, and TRICARE benefits, including the extended health care option and any other programs that benefit military families with special needs.

l. Require that information on this instruction be provided to all active duty Service members and their families, regardless of location, and to civilian employees or selectees who have applied for government employment in overseas locations.

m. Ensure military personnel activities coordinate all assignments with the responsible Military Department or other DoD Component when the sponsor requests accompanied family member travel overseas. Refer to the Joint Travel Regulations for Permanent Change of Station (PCS) travel and transportation allowances for eligible Service members and family members.

n. Ensure military personnel activities coordinate all CONUS assignments of Service members enrolled in the EFMP with the responsible Military Department or other DoD Component. Refer to the Joint Travel Regulations for PCS travel and transportation allowances for eligible Service members and family members.

o. Establish procedures to reimburse DoDEA when there is a failure to coordinate such assignments that result in the conditions described in Paragraph 2.4.c.

p. Request the military personnel activities to coordinate with the appropriate Military Department when considering Service member assignment(s) to a CONUS location where medical care is the responsibility of another Military Department, in accordance with Section 4.

q. Require the military personnel activities to coordinate with the appropriate medical authority or Military Department when considering Service member assignment(s) to an overseas area where the provision of medical care, EIS or related services is the responsibility of another Military Department or medical authority, in accordance with Section 4.

r. Require human resources representatives to advise civilian employees or selectees for an overseas position of the availability of services to meet the family member's special needs in the specific assignment location upon receipt of the medical and educational information from the overseas medical authority.

s. Submit an annual report (not later than January 15) to the ASD(M&RA) identifying:

(1) EFMP enrollment and assignment function:

(a) Total number of Service members enrolled in the EFMP.

(b) Total number of family members enrolled in EFMP.

(c) Total number of assignments of Service members enrolled in the EFMP that were coordinated in the last year.

(d) Assignment problems, including early return of family members or reassignment of the Service member resulting from failure to enroll in the EFMP or inaccuracies in the enrollment information.

(e) Total number of requested stabilizations, those approved and the location.

(2) EFMP family support services program, by installation:

(a) Type and number of EFMP family support services personnel.

(b) Number of families supported through the EFMP, including number of individualized services plans (SPs).

(c) Identified obstacles to the effective delivery of EFMP family support services,

including military and non-military service providers.

SECTION 3: DOD CRITERIA FOR IDENTIFYING FAMILY MEMBERS WITH SPECIAL NEEDS

3.1. SPECIAL MEDICAL NEEDS. Individuals who meet one or more of the criteria in this section will be identified as a family member with special medical needs:

a. Potentially life-threatening conditions or chronic (duration of 6 months or longer) medical or physical conditions requiring follow-up care from a primary care manager (to include pediatricians) more than once a year or specialty care.

b. Current and chronic (duration of 6 months or longer) mental health condition (such as bi-polar, conduct, major affective, or thought or personality disorders); inpatient or intensive (greater than one visit monthly for more than 6 months) outpatient mental health service within the last 5 years; or intensive mental health services required at the present time. This includes medical care from any provider, including a primary care manager.

c. A diagnosis of asthma or other respiratory-related diagnosis with chronic recurring symptoms that involves one or more of the following:

(1) Scheduled use of inhaled or oral anti-inflammatory agents or bronchodilators.

(2) History of emergency room use or clinic visits for acute asthma exacerbations or other respiratory-related diagnosis within the last year.

(3) History of one or more hospitalizations for asthma, or other respiratory-related diagnosis within the past 5 years.

d. A diagnosis of attention deficit disorder or attention deficit hyperactivity disorder that involves one or more of the following:

(1) Includes a co-morbid psychological diagnosis.

(2) Requires multiple medications, psycho-pharmaceuticals (other than stimulants) or does not respond to normal doses of medication.

(3) Requires management and treatment by mental health provider (e.g., psychiatrist, psychologist, social worker, or psychiatric nurse practitioner).

(4) Requires the involvement of a specialty consultant, other than a primary care manager, more than twice a year on a chronic basis.

(5) Requires modifications of the educational curriculum or the use of behavioral management staff.

e. A chronic condition that requires:

(1) Adaptive equipment (such as an apnea home monitor, home nebulizer, wheelchair, custom-fit splints/braces/orthotics (not over-the-counter), hearing aids, home oxygen therapy, home ventilator, etc.).

(2) Assistive technology devices (such as communication devices) or services.

(3) Environmental or architectural considerations (such as medically required limited numbers of steps, wheelchair accessibility, or housing modifications and air conditioning).

3.2. SPECIAL EDUCATIONAL NEEDS. Family members of active duty Service members (regardless of location) and civilian employees appointed to an overseas location eligible for enrollment in a DoDEA school on a space-required basis will be identified as having special educational needs if they have or are found eligible for either an Individualized Family Service Plan (IFSP) or an IEP in accordance with DoDI 1342.12 and DoDM 1342.12.

SECTION 4: COORDINATING ASSIGNMENTS OF ACTIVE DUTY SERVICE MEMBERS WHO HAVE A FAMILY MEMBER WITH SPECIAL NEEDS

4.1. STANDARDS FOR AUTHORIZING OVERSEAS TRAVEL FOR FAMILY MEMBERS WITH SPECIAL NEEDS OF ACTIVE DUTY SERVICE MEMBERS.

a. Family member travel at government expense overseas may be denied when an active duty Service member has a family member with special medical needs and the services to meet those needs are unavailable in a duty location, as determined by the MHS based on acceptable U.S. healthcare standards. The Military Department will follow the procedures in this instruction regardless of the sponsor's location when processing a Service member with a family member with special needs.

b. Active duty Service members may not be denied consideration for an essential (as defined by the military personnel assignment system) duty assignment overseas solely because of the special needs of a family member. They will receive the same consideration for travel at government expense to any duty location as families without such members.

c. The failure to assign an active duty Service member to a pinpoint location overseas, as defined in the Glossary, is never a basis to deny EIS or special education to the active duty Service member's eligible infant, toddler, or child pursuant to DoDI 1342.12 and DoDM 1342.12.

d. The responsible Military Department may request reimbursement from the sending Military Department if failure to coordinate an assignment with the responsible Military Department results in one of the following situations:

(1) The assignment of the Service member to an overseas location where responsible Military Department personnel are not available to provide EIS pursuant to the child's IFSP or related services pursuant to the child's IEP.

(2) The assignment causing the responsible Military Department to incur extraordinary expenses (e.g., hiring additional staffing) to provide EIS pursuant to the child's IFSP or related services pursuant to the IEP.

e. The receiving Military Department may also require the sending Military Department to

provide those services that are pursuant to the child's IFSP or IEP when there is failure to coordinate an assignment.

4.2. MILITARY SERVICE PROCEDURES. Each Military Service will establish procedures to:

a. Identify active duty Service members who have family members with special medical needs through completion of DD Form 2792, and with educational needs through DD Form 2792-1. The procedures require use of the information when considering family member travel.

b. Update the status of family member(s) with special needs when conditions occur, change, or no longer exist, and when Service-specific policy requires.

c. Coordinate the availability of medical and educational services.

d. Maintain records on the effectiveness of the assignment process involving sponsors who have family members with special needs and on-assignment problems resulting from the inadequacy of the Military Services' procedures or failure to follow their procedures.

4.3. MILITARY PERSONNEL ACTIVITIES. Military personnel activities will coordinate with appropriate sources to verify that required special medical and educational services are available.

a. Assignments Overseas.

(1) Coordinate with medical activities to verify that required medical services are available, if the member has a dependent eligible for such services, before authorizing family member travel at government expense.

(2) Coordinate with DoDEA and the medical activity responsible for supporting DoDEA to ensure that assignments are made to locations where EIS or special education services are available. DoDEA will determine whether the needs can be met in any location or whether an established pinpoint location is required.

(3) Remove active duty Service members who have family members with special medical and educational needs from overseas orders if no suitable overseas assignment location can be found and there is no adverse impact on the military mission or on the active duty Service member's career.

b. Assignments within the United States and its Territories.

(1) Coordinate and verify the availability of medical services essential to meet the needs of family members with special medical needs.

(2) Coordinate with the MHS, school districts or EIS providers, EFMP family support services personnel, the school liaison officer, and others, as appropriate, to determine the availability of EIS and special education services essential to meet the family member's special education needs.

4.4. MILITARY MEDICAL ACTIVITIES. Military medical activities will respond to requests from personnel activities to determine the availability of required medical services. Medical treatment facilities will identify or confirm family members who meet the criteria for special needs, as specified in Section 3, following Service-specific guidance.

4.5. ACTIVE DUTY SERVICE MEMBERS.

a. When the active duty Service member becomes aware that a family member may meet the
criteria for special needs, as specified in Section 3, the active duty Service member must:

(1) Notify the cognizant military medical authority using Service-specific guidance.

(2) Have the DD Form 2792 completed by the appropriate medical provider.

(3) Have the DD Form 2792-1 completed by the current EIS provider or current school providing special education to determine whether the family member (birth through 21 years of age, inclusive) is eligible for or receiving special education and related services.

b. The active duty Service member must provide the cognizant military authority the completed DD Form 2792, DD Form 2792-1, IFSP or IEP.

c. The active duty Service member must provide the information required to complete the DD Form 2792 and, when appropriate, the DD Form 2792-1. An active duty Service member who fails or refuses to provide the required information for a family member for whom the Service member is a personal representative for health information in accordance with Public Law 104-191, or who knowingly provides false information about any dependent, may be subject to disciplinary actions for such offense.

(1) Such disciplinary actions, in appropriate cases, would be in accordance with Article 92 (failure to obey a lawful order or regulation or dereliction of duty) or Article 107 (false official statement), in violation of Chapter 47 of Title 10, U.S.C. (also known and referred to in this instruction as "The Uniform Code of Military Justice (UCMJ)").

(2) In addition to UCMJ disciplinary action, the active duty Service member may also be subject to administrative sanctions, including denial of command sponsorship.

SECTION 5: CIVILIAN EMPLOYEES ON OVERSEAS ASSIGNMENT

5.1. VOCABULARY. Part II of the Glossary provides definitions of "family member" that apply only to this section.

5.2. EMPLOYEE RIGHTS.

a. The DoD Components must select civilian employees for specific positions based on job requirement and merit factors in accordance with Section 2302 of Title 5, U.S.C. and Sections 791 through 794d of Title 29, U.S.C. The selection for an overseas position must not be influenced by the special needs of a civilian employee's family member(s), or any other prohibited factor.

b. The civilian employee or selectee will be given comprehensive medical, dental, and educational information about the overseas community where the position is located after the cognizant medical and educational authorities review the medical and educational information provided to help the employee make an informed choice about the position.

c. Refer to the Joint Travel Regulations for PCS travel and transportation allowances for eligible civilian employees and their family members.

d. Civilian employees or selectees assigned to positions overseas are generally responsible for obtaining medical and dental services and paying for such services, except services provided pursuant to DoDI 1342.12 and DoDM 1342.12. Their family members may have access to the MHS on a space-available, reimbursable basis only, except for services pursuant to DoDI 1342.12 and DoDM 1342.12.

(1) The DoDEA and the Military Medical Department responsible for the provision of related services to support DoDEA at the duty station are required to evaluate school-aged children (ages 3 through 21 years, inclusive) eligible for enrollment in a DoDEA school on a space required basis and provide them with the special education and related services stipulated in their IEPs in accordance with DoDM 1342.12.

(2) The Military Departments are required to provide infants and toddlers (from birth up to 3 years of age, inclusive) eligible for enrollment in a DoDEA school on a space required basis with the EIS stipulated in the IFSPs in accordance with DoDM 1342.12..

5.3. PROCESSING A CIVILIAN EMPLOYEE FOR AN OVERSEAS POSITION.

a. When recruiting for an overseas position, DoD human resources representatives will:

(1) Provide information on the requirements of this instruction related to civilian employees or applicants for employment, including employee rights provided in Section 5.2 of this section.

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(2) Provide information on the availability of medical and educational services, including a point of contact for the applicant to ask about specific special needs. This information must be contained in any document used for recruitment for overseas positions.

(3) Include the following statements in recruitment information:

(a) If an employee brings a child to an overseas location and that child is entitled to attend a DoD school on a space-required basis in accordance with DoDEA Regulation 1342.13, the DoDEA and the Military Department responsible for providing related services will ensure that the child, if eligible for special education, receives a free appropriate public education, including related services pursuant to DoDI 1342.12 and DoDM 1342.12.

(b) If an employee brings an infant or toddler (up to 3 years of age) to an overseas location, and that infant or toddler, but for the child's age, is entitled to attend the DoDEA on a space-required basis in accordance with DoDEA Regulation 1342.13, then the Military Department responsible for EIS will provide the infant or toddler with the required EIS in accordance with the eligibility criteria consistent with DoDI 1342.12 and DoDM 1342.12.

(c) If an employee brings a family member to an overseas location who requires medical or dental care, then the employee will be responsible for obtaining and paying for such care. Access for civilian employees and their families to military medical and dental treatment facilities is on a space-available and reimbursable basis only.

b. When the gaining human resources representatives process a civilian for an overseas position where family member travel is authorized at government expense, then they must ask the selectee to determine whether a family member has special needs, using the criteria provided in Section 3. All selectees must be asked only after they have been notified of their selection in accordance with Sections 791 through 794d of Title 29, U.S.C. and Section 1630.14 of Title 29, Code of Federal Regulations. If the selectee indicates that a family member has special needs:

(1) The DoD civilian human resources representatives may not coerce or pressure the selectee to decline the job offer in light of that information.

(2) The selectee may voluntarily forward to the civilian human resources representative completed DD Forms 2792 or 2792-1 for each family member with special needs to provide information on the availability of medical and educational services. DD Form 2792-1 must be submitted if the selectee intends to enroll his or her child in a school funded by the DoD or a school in which DoD is responsible for paying the tuition for a space-required family member.

c. The gaining human resources activity will coordinate with the appropriate military medical and educational personnel on availability of services and inform the selectee in writing of the availability of medical, educational, and early intervention resources and services to allow the civilian employee to make an informed choice whether to accept the position. The notice will include:

(1) Comprehensive medical, dental, and educational information on the overseas community where the position is located.

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(2) A description of the local DoDEA facility and programs, specifying the programs for children with special education needs.

(3) A description of the local EIS available for infants and toddlers with developmental disabilities.

(4) A statement indicating that the lack of EIS or special education resources (including related services assigned to the military medical departments) cannot serve as a basis for the denial of family travel at government expense and required services will be provided even if a local program is not currently established in accordance with DoDM 1342.12.

5.4. USE OF EFMP FAMILY SUPPORT SERVICES. Civilian employees may utilize EFMP family support services on a space available basis.

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SECTION 6: PROVISION OF FAMILY SUPPORT SERVICES

6.1. EFMP FAMILY SUPPORT. EFMP family support services and their personnel:

a. Provide information and referral to military families with special needs.

b. Provide assistance, including non-clinical case management to families of active duty Service members such as the development and maintenance of an individualized SP. The SP will include:

(1) Identification of the family's current needs, the services they receive, and the support they require.

(2) Documentation of the support provided to the family and follow-on contacts, including case notes.

c. Refer families who have serious or complicated medical issues to the MHS to request medical case management.

d. Conduct ongoing outreach with military units, individuals and their families, other service providers, and military and community organizations to promote an understanding of the EFMP and to encourage families with special needs to seek support services when needed.

e. Serve as the point of contact with leadership in identifying and addressing the community support requirements of military families with special needs.

f. Collaborate with military, federal, State, and local agencies to share and exchange information in developing a comprehensive program.

g. Provide assistance before, during, and after relocation, including coordination of services with the gaining installation's EFMP family support services program.

h. Educate and provide assistance to Service members and their families about EFMP family support services, the enrollment and assignment coordination process, resources, and other topics as appropriate.

6.2. RESPITE CARE. Family support services may include respite care for family members who meet the eligibility criteria regardless of the age according to Service-specific eligibility and guidance.

6: PROVISION OF FAMILY SUPPORT SERVICES

SECTION 7: OSN

The OSN:

a. Develops and implements policies on the:

(1) Provision of support for military families with special needs.

(2) Identification and documentation of family members' special medical or educational needs.

(3) Coordination of military assignments when the Service member has a family member with special needs.

(4) Provision of EIS and special education services to eligible DoD family members in accordance with DoDI 1342.12 and DoDM 1342.12.

b. Develops implementing guidance and forms necessary for the operation of the EFMP in accordance with this instruction.

c. Provides oversight for the:

(1) Implementation of this instruction through data review and program monitoring.

(2) Availability and accessibility of programs provided by the Military Services and federal, State, and local non-governmental agencies and identifies any gaps in DoD services available to military family members with special needs.

(3) Provision of EIS and special education services to eligible DoD family members in accordance with DoDI 1342.12 and DoDM 1342.12.

d. Conducts periodic reviews of best practices in the provision of services for military families with special needs.

e. Collaborates with the Office of the ASD(HA) on medical services regarding family members with special medical needs.

f. Collaborates with the Military Departments to standardize EFMP components as appropriate.

g. Develops and implements a web-based data management system to support the EFMP with the Military Departments.

h. Convenes the Advisory Panel on Community Support for Military Families with Special Needs in accordance with Title 10, U.S.C..

7: OSN

GLOSSARY

G.1. ACRONYMS.

ASD(HA)	Assistant Secretary of Defense for Health Affairs
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
CONUS	continental United States
DoDD	DoD directive
DoDEA	DoD Education Activity
DoDI	DoD instruction
DoDM	DoD manual
EFMP	Exceptional Family Member Program
EIS	Early Intervention Services
IEP	Individualized Education Program
IFSP	Individualized Family Service Plan
MHS	Military Health System
OSN	Office of Special Needs
PCS	Permanent Change of Station
PII	personally identifiable information
PHI	protected health information
SP	services plan
UCMJ	Uniform Code of Military Justice
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this issuance. **assistive technology device.** Defined in DoDM 1342.12.

assistive technology service. Any service that directly assists an individual with a disability in the selection, acquisition, or use of an assistive technology device.

CONUS. The 48 contiguous states of the United States, excluding Alaska, Hawaii, and U.S. territories.

EIS. Developmental services for infants and toddlers with disabilities, as defined in DoDI 1342.12, that are provided under the supervision of a Military Department, including evaluation, IFSP development and revision, and service coordination provided at no cost to the child's parents.

evaluations. Medical, psychological, and educational assessments required to define a medical or educational condition suspected after a screening procedure.

family member. A dependent (a spouse and certain children, in accordance with Section 8901(5) of Title 5, U.S.C. of a Service member who is eligible to receive a DoD identification card, medical care in a DoD medical treatment facility, and command sponsorship or DoDsponsored travel. To the extent authorized by law and in accordance with Service implementing guidance, the term may also include other nondependent family members of a Service member.

For the purposes of Section 5 of this instruction only, this definition also includes civilian employees on an overseas assignment, or being considered for an overseas assignment, and their dependents who are, or will be, eligible to receive a DoD identification card during that overseas assignment. To the extent authorized by law and in accordance with Service implementing guidance, the term may also include other nondependent family members of a civilian employee on an overseas assignment.

family member travel. Refers exclusively to permanent change of station actions. Same as a "dependent," as defined by Section 401 of Title 37, U.S.C.

family support services. Encompasses the non-clinical case management delivery of information and referral for families with special needs, including the development and maintenance of an individualized SP.

IEP. Defined in DoDI 1342.12. **IFSP.**

Defined in DoDI 1342.12.

medical case management. Defined in the Medical Management Guide.

non-clinical case management. The provision of information and referral to families and individuals that assist them in making informed decisions and navigating resources to improve their quality of life, such as educational, social, community, housing, legal, and financial services. This does not involve coordination and follow-up of medical treatments. **overseas.** Defined in Sections 932(3) and (4) of Title 20, U.S.C.

pinpoint location. A specific geographic location recommended for an active duty Service member's assignment because it has:

A valid requirement for the active duty Service member's grade and military occupational specialty; and

Availability of required medical services; and

Availability of required educational staff necessary to provide EIS and special education to the active duty Service member's child with special educational needs. **related services.** Defined in DoDI 1342.12.

related services assigned to the military medical departments overseas. Defined in DoDM 1342.12.

respite care services. The provision of temporary relief to military family members who are responsible for the regular care of dependent family members with special needs.

responsible Military Department. The Military Department responsible for providing EIS or related services in the geographic areas assigned under DoDI 1342.12 and DoDM 1342.12.

SP. An individualized plan written in collaboration with the family or the family member with special needs that documents current needs and steps to achieve their desired outcome. **special education.** Defined in DoDI 1342.12.

special needs. Includes special medical and educational needs of family members who meet the DoD criteria as found in Section 3 of this instruction.

specialty care. Specialized health care provided by a physician whose training focused primarily in a specific field, such as neurology, cardiology, rheumatology, dermatology, oncology, orthopedics, or ophthalmology and is required for health maintenance.

REFERENCES

Code of Federal Regulations, Title 29

Department of Defense Education Activity Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas," February 29, 2008

Department of Defense TRICARE Medical Management Guide, Version 3, 2009 DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007

DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008

DoD Directive 5400.11, "DoD Privacy Program," October 29, 2014

DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015

DoD Instruction 5545.02, "DoD Policy for Congressional Authorization and Appropriations Reporting Requirements," December 19, 2008

DoD Instruction 6025.18, "Privacy of Individually Identifiable Health Information in DoD Health Care Programs," December 2, 2009

DoD Instruction 8580.02, "Security of Individually Identifiable Health Information in DoD Health Care Programs," August 12, 2015

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DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014, as amended

DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections," June 30, 2014, as amended

Joint Travel Regulations, "Uniformed Service Members and DoD Civilian Employees," October 1, 2014

Public Law 104-191, "Health Insurance Portability and Accountability Act of 1996 (HIPPA)," August 21, 1996

United States Code, Title 5

United States Code, Title 10

United States Code, Title 20

United States Code, Title 29

United States Code, Title 37