EFMP-FS Coordinator Checklist/Self-Assessment

as of 22 April 2024

The following checklist should be used as needed to help prepare for and carry out your EFMP-FS roles and responsibilities. It may be used as a basis for developing your Individual Development Plan along with your supervisor.

MEET WITH INSTALLATION & COMMUNITY PARTNERS

- Learn about installation helping agencies & local agencies
- Visit and tour Military Treatment Facility (MTF)
- Learn key disability policies & terms
- Gather information about military families & special needs
  - Request Q-coded roster to include deployed/remote, in-bound, & out-bound members **(STARSRAW Access)**
- Educate leadership on the EFMP-FS, EFMP-Medical, EFMP-Assignment roles
  - Inform leadership of prevailing diagnoses as well as quality of life issues
  - Advocate the needs of EFMP population to installation leadership

MARKET EFMP-FS ROLE TO PARENTS, LEADERSHIP, BASE & COMMUNITY AGENCIES

- Build and maintain local EFMP-FS program page(s) on social media
- Develop materials concerning EFMP-FS role, professional organizations and contact information available to educate military families
- Use multimedia approach to provide information to EFMP community & stakeholders
- Establish community relationships to obtain support and assistance
- Work with other installation agencies to coordinate service delivery

COMMUNICATE

- Engage mentorship/peer support as needed to foster networking opportunities
- Establish supervisor/leadership's expectations of position
- Identify program budget expectations and execution
- Identify ways to ease the transition of Exceptional Family Members
- Partner with SLO to resolve specific school-related concerns
- Elevate special needs issues via Community Action Team/Community Action Board
- Keep leadership, families and base community informed of volunteer opportunities/needs

LEARN

- DD Form 3054 and Congressionally mandated requirements
- AF guidance and policies related to EFMP-FS role
- Installation Support Team, Strategic Planning and Case Review Team
- MilitaryOneSource and other relevant websites focusing on special needs
- M&FRC and child/youth programs, services, and pertinent regulations
- Local education policies and services impacting the special needs community
- Basic military organizations/customs/terminology/courtesies

ADDITIONAL DEVELOPMENT GOALS

- ❑ Goal 1:
- ❑ Goal 2:
- ❑ Goal 3: