DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
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NAPSINST 1754.2A
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22 Sep 17

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1754.2A

From: Commanding Officer, Naval Academy Preparatory School

Subj: EXCEPTIONAL FAMILY MEMBER (EFM) PROGRAM

Ref: (a) OPNAVINST 1754.2E

1. Purpose. This instruction implements the guidance for Service Members who have an Exceptional Family Member (EFM) with special medical, mental health, or educational needs.

2. Cancellation. NAPSINST 1754.2

3. Scope. This instruction applies to all Naval Academy Preparatory School (NAPS) military staff and temporary assigned military personnel. All personnel will comply with the policies, procedures and guidelines described in reference (a). Personnel whom require EFM assistance shall review reference (a) in its entirety.

4. Policy. The policies/procedures and guidelines described in reference (a) will be strictly observed and fully supported by all staff.

a. Goal. The primary goal of Exceptional Family Member Program is to identify the special needs of family members in order to assist Service Members in addressing those special needs during permanent change of station (PCS) assignments. Enrollment in the program is mandatory. All family members identified with medical, mental health, or special educational requirements of a chronic nature (six months or longer) will be promptly enrolled when the condition is identified. Further information on EFM is identified in reference (a).

4. Responsibilities.

a. EFM Coordinator shall:

(1) Oversee the identification and enrollment of eligible personnel family members.

(2) Provide EFMP information to service and family members, installation command and activities and MTF personnel.

(3) Assist staff in the enrollment process

(4) Ensure completed EFMP enrollment forms are provided

(5) Ensure enrollment in NFAAS is completed

(6) Provide EFMP enrollment letters to service and family members, installation commands, and activities, and military treatment facilities (MTF) personnel

(7) Coordinate with overseas and remote duty MTF EFMP and suitability screening coordinators.

b. Every Service Member who has a EFM sponsor shall:

(1) Ensure EFMP enrollment forms are submitted to the EFM Coordinator for any family member who has been evaluated or treated by a healthcare provider and found to have an enrollable condition.

(2) Ensure enrollment is processed via the EFMP Module in the Navy Family Accountability and Assessment System (NFAAS).

(3) Ensure medical information in the EFM's health record(s) is current.

(4) Provide NAVPERSCOM (PERS-456) with legal documents if the status of the EFM changes through legal separation, divorce, or court-ordered change in custody.

(5) Ensure a renewed or updated application for EFMP is submitted when the family member's condition changes or upon completion of diagnostic evaluations.

5. Service Members seeking EFM forms will contact the EFM coordinator.

6. Procedures. Application procedures governing the EFMP are covered in reference (a) and shall be discussed with the EFM coordinator.

C. R. HOWES