



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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SECNAVINST 1754.5C
ASN(M&RA)
12 Apr 2019

SECNAV INSTRUCTION 1754.5C

From: Secretary of the Navy

Subj: EXCEPTIONAL FAMILY MEMBER PROGRAM

Ref: (a) DoD Instruction 1315.19 of 19 April 2017
(b) 10 U.S.C.
(c) DoD Manual 1342.12, Implementation of Early Intervention and Special Education Services to Eligible DOD Dependents of 17 June 2015
(d) DoD Instruction 1342.22 of 3 July 2012
(e) 5 U.S.C.
(f) SECNAVINST 5200.35F
(g) BUMEDINST 1300.2B
(h) SECNAVINST 5300.39A
(i) SECNAV M-5214.1

1. Purpose. To establish policy and assign responsibilities for the Exceptional Family Member Program (EFMP) per references (a) through (h) within the Department of the Navy (DON). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1754.5B.

3. Definitions

a. Exceptional Family Member (EFM). An authorized family member (spouse, child, stepchild, adopted child, foster child, ward, dependent parent or dependent sibling) with a special medical or educational need and who meets at least one of the qualifying conditions for EFMP enrollment outlined in reference (a).

b. Family Member. A dependent (spouse, child, stepchild, adopted child, foster child, ward, dependent parent or dependent sibling) in accordance with reference (b), §1072, of a Service

member who is eligible to receive a DoD identification card, medical care in a Department of Defense (DoD) medical treatment facility, and command sponsorship or DoD-sponsored travel. To the extent authorized by law and in accordance with Service implementing guidance, the term may also include other nondependent family members of the Service member. Exceptions to the above family members authorized are those living in residence in an educational program, in treatment facilities, or if the Service member is a geographic bachelor.

c. Special Education. Specially designed instruction and related services, outlined in reference (c), that are provided at no cost to the parents, to meet the unique needs of a child (aged 3 to 22) with a disability, including instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings, and instruction in physical education.

d. Early Intervention Services. Services provided to infants and toddlers (birth through 2 years of age) who are experiencing developmental delays or who have a diagnosed physical or mental condition that has a high probability of resulting in a developmental delay.

e. Qualified Healthcare Provider. Any member of the Armed Forces, civilian employee of the DoD, or personal services contract employee in accordance with reference (b), §1091 authorized by the DoD to perform healthcare functions.

4. Applicability. This instruction applies to the Office of the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC). Reserve applicability is dependent upon the Service eligibility requirements.

5. Policy

a. Enrollment in the EFMP is mandatory for all active duty Service members and active reservists with an EFM, both children and adults. Identification and enrollment in the EFMP ensures all required medical and educational services for dependents are considered during the Service member's assignment process.

b. The EFMP ensures Service members' dependents are assigned to those geographic areas where the medical or educational needs of their EFM can be met.

c. Enrollment in the EFMP must not prejudice advancement or promotion opportunities. Selection or promotion board members shall not be made aware of a Service member's enrollment in the EFMP.

d. Service members must provide accurate information as required by this regulation when requested to do so by authorized DON officials. Knowingly providing false information may be basis for disciplinary or administrative action.

e. EFMP-enrolled sponsors must remain worldwide assignable and deployable which may require Service members to serve on unaccompanied tours to meet mission requirements. Accompanied assignments are recommended when required medical and/or educational services are available to support the EFM.

f. EFMP Family Support (FS) services must be made available to all Service members and families, regardless of Service affiliation or EFMP enrollment status. FS shall include, at minimum, the core services outlined in reference (d).

g. Confidentiality. Information concerning individuals seeking service from FS must be treated with the highest degree of confidentiality possible. All FS personnel must ensure careful and sensitive handling of personal information. All records, except records where individual identity cannot be determined, shall be established and maintained in a manner consistent with any applicable requirements in accordance with reference (e), §552a.

6. Responsibilities

a. Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) shall:

(1) Ensure the Navy and Marine Corps have policies and procedures that are consistent with the requirements of references (a) through (h) to implement the EFMP; and

(2) Develop measures of effectiveness, monitor and evaluate implementation of the Navy and Marine Corps EFMP.

b. The CNO and CMC shall:

(1) Develop policies and procedures that implement the

EFMP;

(2) Program, budget, and allocate sufficient funds and other resources, including staffing, to develop and maintain the EFMP;

(3) Deliver formalized annual training guidance to personnel charged to identify and enroll, coordinate assignments, and provide family support for Service members with EFMs and their families;

(4) Ensure procedures facilitate timely enrollment in the EFMP upon receipt of documentation identifying a qualifying condition;

(5) Ensure Service members are aware of the requirements to provide accurate information and update their EFM's condition triennially to ensure current needs are considered in the assignment review;

(6) Publish information regarding the EFMP so that all eligible Service members are aware of the program;

(7) Not less than every four years, certify the EFMP FS by using the standards developed for the military family readiness programs outlined in reference (d); and

(8) Per reference (f), the establishment and use of internal controls and accounting procedures are mandated to ensure: effectiveness and efficiency of operations; and compliance with applicable laws and regulations. Additionally, as part of the annual Manager's Internal Control Program (MICP) report, the naval Services will provide the ASN (M&RA) with copies of the sections of their reports that are relevant to this program. The reports will include summary descriptions of internal controls used, their sufficiency, and any identified weaknesses or deficiencies.

c. Chief, Bureau of Medicine and Surgery shall:

(1) Develop policy for qualified healthcare providers and patient administrators to identify family members with special

needs; and

(2) Per reference (g), accurately complete required enrollment forms and forward to the appropriate Service for enrollment.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

8. Reports. The reporting requirements contained in paragraph 6b(8) are exempt from reports controls per part IV, paragraph 7n of reference (i).



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