



Exceptional Family Member Program

Initial Enrollment/ Updating/Disenrollment Instructions



There is one process for initial enrollment, updating and applying for disenrollment. It is important to note that enrollment must be updated every three years, if there is a change in medical diagnosis or new diagnosis, or 12 months prior to PRD. Per OPNAVIST 1754. 2F, all service members with qualifying dependents must maintain an updated EFMP status. Failure to enroll/keep updated may impact continuity of EFM care and future PCS moves.

If you have any questions you can contact:

Jessi Koehn
EFMP Case Liaison
Family Support/ System Navigation
Military and Family Support Center
4827 Bougainville Drive
Jessica.koehn.ctr@navy.mil
(808) 474-1999

Audrey M. Corum
EFMP- Regional MTF Coordinator
Naval Health Clinic Hawaii- Pearl Harbor
480 Central Ave. Bldg 1514
audrey.m.corum.ctr@mail.mil
(808) 473-2444 ext. 4509

REQUIRED FORMS:

DD Form 2792 Family Member Medical Summary (Completed with the EFM's Primary Care Manager)

DD Form 2792-1 Special Education/ Early Intervention Summary (Completed with School Representative)

- Only required if there is an educational need (Early Intervention Services, IEP, 504 Plan)
- Children only

FORM SUBMISSION:

1. Bring or email (using encrypted email) form(s) to MTFC
 - a. Located at Makalapa (at the SMART clinic)
 - b. Recommended: Contact MTFC prior to arriving at Makalapa to ensure she is available to review the forms with you before final submission.
2. The MTFC will submit the form(s) to the Central Screening Committee (CSC). CSC will then make a recommendation for enrollment or non-enrollment to PERS 456.
3. PERS 456 will make the final determination of enrollment/ category
4. Service members will be notified of completed enrollment via the primary email listed on their NFAAS account.

ADDITIONAL INFORMATION:

All Exceptional Family Members (EFMs) are assigned a category upon official enrollment. The categories are labeled 1-6 and are implemented to help ensure that service members are stationed in locations that can support the needs of all their dependents. If you have any questions about your EFM's category assignment- contact your assigned Case Liaison.

Category 6 is a temporary category and must be updated within 1 year to receive a permanent category or to be disenrolled.

Service members can check their EFMP information by logging onto their NFAAS account and clicking on the "EFMP" Tab. The "EFMP" Tab will provide EFM's case number, category, case liaison/contact information and expiration date.