



**Marine Corps Community Services (MCCS)  
Marine & Family Programs  
Exceptional Family Member Program (EFMP)  
H&S BN, HQMC, Henderson Hall  
1555 Southgate Road  
Arlington, VA 22214**

*19 February 2015*

From: Exceptional Family Member Program (EFMP) Manager  
To: Commanding Officer or Command Representative

Subj: INTRODUCTION AND INFORMATION LETTER FOR NEW COMMAND  
LEADERSHIP WITHIN H&S BN, HQMC, HENDERSON HALL

Ref: (a) MCO 1754.4B

Encl: (1) Sample Draft EFMP Appointment Letter  
(2) **Confidentiality Acknowledgement Statement**  
(3) **For Official Use Only --- Privacy Sensitive**

1. I would like to welcome you to your new assignment and introduce the Exceptional Family Member Program to you. Even though you may already be familiar with it, please allow me to inform you of how the EFMP can be of service to you, your Marines, Sailors, and their families.

2. The Exceptional Family Member Program (EFMP) is a mandatory enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical, and personnel services to families with special needs. Marines on active duty enroll in the program when they have a family member with a physical, emotional, developmental, or intellectual disorder requiring specialized services so their needs can be considered in the military personnel assignment process. An EFMP Family Case Worker (FCW) is assigned to each enrolled family. The FCW, under the supervision of the Program Manager, provides assistance in care linkage, relocation, problem solving, enrollment, respite care, financial-support resources, and other support resources to ensure the continuum of care for the Exceptional Family Members (EFMs).

Subj: INTRODUCTION AND INFORMATION LETTER FOR NEW COMMAND  
LEADERSHIP WITHIN H&S BN, HQMC, HENDERSON HALL

3. Paragraph 4b(10), of the reference, outlines the responsibilities for the Unit Commander's at the Battalion /Squadron level.

4. Chapter 2, Paragraph 3, of the reference, states that enrollment in the EFMP is mandatory for those eligible family members and is the sponsor's responsibility to enroll those family members into this program.

5. I have provided enclosures (1) through (3), for your assistance. As the Commanding Officer, you are always my primary point of contact; therefore, you do not need to complete an appointment letter for yourself. However, I will need you to sign and return enclosure (2) to EFMP Henderson Hall's Program Manager. Each appointee must complete both, enclosures (1) and (2). Enclosure (3) is provided as the cover letter to maintain any EFMP reports received.

6. Because the EFMP is a confidential program, I ask that you allow me or my representative to be included in your unit training. This allows us to reach those individuals that need to know about our program and to share information with the entire command without breaking confidentiality. Families with an EFM do not have to continue to struggle to connect with resources on their own. The service member will be more effective at work knowing that there is an advocate that is ready and willing to connect with their family with needed services and resources.

7. I am available to you. If you would like discuss this program further, please contact me directly at: (703)693-6368; or to set up a EFMP unit brief, please call (703) 693-5353. We also list our resources and local trainings and event on our web site at: [www.mccshh.com/EFMP.html](http://www.mccshh.com/EFMP.html).

Sincerely,

MICHAEL FLAHERTY

# SAMPLE DRAFT EFMP APPT LTR



## UNITED STATES MARINE CORPS UNIT

H&S Bn, HQMC, Henderson Hall

IN REPLY REFER  
1754  
CO  
DATE

From: Commanding Officer, Unit  
To: Rank I. M. Marine XXX XX 1234/0000 USMC  
(Note: CO does not need to be listed. May be multiple individuals;  
i.e., XO, SgtMaj, or FRO.)

Subj: APPOINTMENT LETTER FOR (UNIT'S NAME) EXCEPTIONAL FAMILY MEMBER PROGRAM  
(EFMP) REPRESENTATIVE

Ref: (a) MCO P1754.4B

Encl: (1) Confidentiality Acknowledgement Statement

1. Per the reference, you are appointed as the "Unit" point of contact for the Exceptional Family Member Program.
2. The information contained in the reference and the enclosure will assist you in the performance of your duties. If you have any further questions, please contact the EFMP Manager at (703) 693-6368.
3. This authority is effective immediately and will remain in effect until your reassignment or transfer unless rescinded by proper authority. This letter supersedes any previous appointment letter for this position.

I. M. COMMANDING

---

### RECEIVING ENORSEMENT

From: I. M. Marine  
To: Commanding Officer, Unit

Subj: APPOINTMENT LETTER FOR (UNIT'S NAME) EXCEPTIONAL FAMILY MEMBER PROGRAM  
(EFMP) REPRESENTATIVE

1. I have read and understand the contents of the reference and have attached a signed copy of the enclosure.
2. My contact number is: \_\_\_\_\_ and my email address is: \_\_\_\_\_.

I. M. MARINE

Copy to:  
EFMP Manager, Bldg #12, H&S BN HQMC Henderson Hall  
Files

Enclosure (1)

### Confidentiality Acknowledgement Statement

According to Henderson Hall EFMP SOP, I am required to send you an EFMP Commander's Report each month. This color-coded report will indicate the names of the Sponsors who are enrolled in EFMP within your command and their enrollment status. I would appreciate any assistance that you can offer to reduce the number of expired EFMP enrollments within your command, so that they will be in compliance with MCO 1754.4B.

This report should not be accessible to any person other than the commander or his specified delegate. Commanders seeking to share this information with a delegate who is not a member of their command team should contact their installation legal counsel.

Each enrollment represents a special medical or educational need on the part of a civilian family member; this report should be covered with a sheet which states "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE - Any misuse or unauthorized access may result in both civil and criminal penalties." (Example attached for your convenience)

In addition to caution in handling and storing the information, care is required in its use. The privacy of the enrolled family is paramount. Command members should never query Marines or families as to the reason for their EFMP enrollment, the specialized care required, or the nature of their needs; an inquiry from a command member senior to the Marine could be construed as coercive.

The information may be:

- Used to verify that unit members have met their EFMP enrollment and update responsibilities.
- Used to identify Marines who are overdue to update their EFMP information and direct them to update; this should be accomplished in a manner which does not identify their enrollment to others.
- Stored as a subject file in a location available only to the Commander and/or command team member responsible for it.

The information may not:

- Be maintained or reflected in any of the unit's records of the Marine including the service record book or fitness reports.
- Be shared with volunteers including Family Team Building.
- Be used to single out EFMP enrolled families for contact.

---

Print Name & Sign

---

Date

---

Unit

Enclosure (2)

**FOR OFFICIAL USE  
ONLY**

**PRIVACY  
SENSITIVE**

Any misuse or unauthorized  
access may result in both civil  
and criminal penalties

The contents of this document may contain information protected under federal law. The information is intended for the recipient only. This document may contain information covered under the Privacy Act, 5 USC 552(a), Health Insurance Portability and Accountability Act, Public Law 104-191, and DoD Directive 6025.18. It must be protected IAW those provisions. If this document is received in error, please notify the sender at once and delete/destroy any copies you have made.

**POCs:**

**Michael Flaherty, EFMP Manager (703) 693-6368  
Jennifer Wong, Family Case Worker (703) 693-4172  
Andranita Dogan, Family Case Worker, (703) 693-6510**

Enclosure (3)