

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, PERSONNEL
UNIT 29351
APO AE 09014

AEAGA-CE 690-301H)

22 Jan 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Overseas Outprocessing of Civilians and Identification of Exceptional Family Member Program (EFMP) Needs

References:

a. Army Regulation 608-75, 24 May 96, Exceptional Family Member Program.

b. Department of the Army Pamphlet 690-42, 4 Mar 88, Overseas Recruitment, Processing, and Medical Evacuation Procedures for Army Civilian Employees.

c Army Regulation 690-300, Chapter 301, Overseas Employment

2. CONUS civilian employees outprocessing for overseas positions in USAREUR are not being required to identify dependents who are in need of services rendered through the Exceptional Family Member Program (EFMP). According to references cited above, Department of Army civilians must identify dependent children with special education and medically-related service needs and family members with medical needs each time they process for an assignment to a location outside the United States where family member travel is authorized at Government expense. Advance information is required to ensure a smooth transition for the family.

3. Civilians reporting overseas without identifying EFMP needs create problems for families and communities in the overseas area where educational and medical services are not readily available. On occasion, small communities have had to spend significant amounts of money to accommodate individuals requiring services not already available in the local community or through the DODDS school system. Accommodating exceptional family member needs in this manner is unnecessarily costly and must be avoided. To alleviate the problem of civilians arriving overseas with unannounced exceptional family member needs, CPACs must ensure that their stateside recruitment procedures are in compliance with the requirements of the EFMP.

4. USAREUR CPACs are responsible for providing information to the stateside outprocessing station to ensure that employees depart for overseas as well informed as possible. As the gaining personnel office, USAREUR CPACs must ensure that the outprocessing CONUS CPAC

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requires the employee to complete and sign DA Form 5863-R, Exceptional Family Member Program Information Sheet (encl 1), and DA Form 5291-R, Army Exceptional Family Member Program Educational Summary (encl 2). If courtesy processing is done by a non-Army activity, the USAREUR CPAC must furnish the outprocessing office with the referenced forms and ask them to be returned to the CPAC prior to the employee's departure for the overseas area. The overseas location must be informed of the pending arrival and current medical needs of exceptional family members. Upon notification of EFMP needs, the CPAC must coordinate the completed forms with the appropriate DODDS and/or medical point of contact to determine availability of services. See flowchart of EFMP Civilian CONUS Hire process (encl 3).

5. If a school-aged family member with a disability will accompany the selectee on the overseas assignment, the selectee must be informed about the EFMP and provided general information on the availability of educational and medical services in overseas locations. The information will be used to help selectees make informed decisions about the adequacy of care for family members, since services may vary from location to location as to current availability, level of quality, and proximity to the duty location.

6. DA Civilians who refuse to provide accurate information about exceptional family member needs of their dependents will be denied the privilege of having their family members transported to the duty assignment outside the United States at Government expense. Although the fact that a civilian employee has a dependent child with special education and medically-related service needs or a family member with medical needs cannot be the basis for non-selection, knowingly providing false information or concealing such information may subject an employee to criminal prosecution and administrative disciplinary action.

7. HQ USAREUR POC is Ms Lou Smith, Policy Management Division, DSN 370-3153.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL

/signed

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TONI B. WAINWRIGHT
Director of Civilian Personnel
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