

Inspectors General Checklist

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) 1754.4

This checklist applies to all levels of Air, Ground, Logistics, and Installations.

Functional Area Sponsor:

HQMC, Marine and Family Programs Division

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Revised: 08 November 2022

Overall Comments: [Place Here](#)

Name of Command

Date

Inspector

Final Assessment

Discrepancies: Findings:

Subsection 1 - UNIT-SPECIFIC ITEMS

0101 Are Unit Commanders or designees ensuring that Marines enroll in the EFMP at the time of first identification of a special medical or educational need? This includes an understanding of the Installation EFMP (IEFMP) office assigned to support Marines and commanders in their location.

Reference: MCO 1754.4C, pg 4, par 4b(10)(a); SECNAVINST 1754.5C, pg 2, par 5a; DoDI 1315.19, pg 4, par 1.2.b.

Result Comments

0102 Does the Unit Commander or designee protect the confidentiality of EFMP-enrolled Marines, specifically ensuring that enrollment is not included in service record books, officer qualification records, command records, or performance appraisals?

Reference: MCO 1754.4C, par 4b(10)(c); SECNAVINST 1754.5C, pg 3, par 5c and 5g.

Result Comments

0103 Does the command include EFMP information in unit briefs?

Reference: MCO 1754.4C, pg 4, par 4b(10)(d); SECNAVINST 1754.5C, pg 4, par 6b(5)-(6); DoDI 1315.19, pg 9, par 2.5.k.

Result Comments

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

0104

Upon receipt of the EFMP Commanders Report, does the Unit Commander (or designee) hold unit sponsors accountable to be compliant with mandatory initial enrollment or update requirements?

Reference: MCO 1754.4C, pg 4, par 4b(10)(g); SECNAVINST 1754.5C, pg 3, par 5.a and 5.d; DoDI 1315.19, pg 15, par 4.5.c(1)-(2).

Result

Comments

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.