Inspectors General Checklist

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) 1754.4

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

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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 1754.4B, par 3, par 4a(2)(a-c), par 4b(10)(a); SECNAVINST 1754.5B, par 5a-b, par 6d
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 1754.4B, par 4b(10)(c); SECNAVINST 1754.B, par 5d
Result	Comments
0103	Does the command include EFMP information in unit briefs? Reference: MCO 1754.4B, par 4b(10)(d)
Result	Comments
0104	Is EFMP included in the unit's PCS check in and out processing? Reference: MCO 1754.4B, par 4b(10)(e)
Result	Comments
0105	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 1754.4B, par 4b(10)(b), chap 2, par 1b(2), and par

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.

3(c); SECNAVINST 1754.4B, par 6d

Result   Comments

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