EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) FLOW CHART FOR CIVILIAN CONUS HIRES

MANAGEMENT

- Makes tentative selection
- Returns referral list to CPAC to make job offer

CPAC

- Reviews selection list and verifies selectee's qualifications and eligibility
- If qualified and eligible, makes tentative job offer
- Prepares and mails written job offer to selectee and sends O/S processing package to the CONUS personnel office (includes DA forms 5863-R (EFMP Instruction Sheet & applicable enrollment forms).

CONUS Personnel Processing OFC

- Contacts selectee and begins overseas processing; ensures selectee completes all processing forms-including DA forms 5863-R & applicable enrollment forms.
- Returns completed processing forms (including EFMP forms) to O/S CPAC office **before** selectee departs CONUS

CPAC

- Reviews completed processing documents. IF EFMP forms indicate special needs exist, applicable forms are forwarded to ERMC EFMP, who will coordinate with DoDDS and the physician for input. Information will be faxed back to the POC at the CPAC.
- Ensures selectee receives info on available services
- Makes firm job offer
- If EFMs: ensures completed DA 5863 is forwarded to FMWRC, if NO EFMs: ensures completed DA 5863 is forwarded to CPOC for inclusion in the employee's OPF

CPOC

- Complete in-processing
- Files completed DA form 5863-R on the left side of the OPF