

AGENCY: MILITARY PERSONNEL DIVISION/PERSONNEL SERVICE COMPANY

ITEM	Y E S	N O	RESPONSIBLE INDIVIDUAL/AGENCY	COMPLETION DATE (YYYYMMDD)	COMMENTS <i>(Include required action)</i>
1. EFMP standard operating procedure is on file.					
2. Soldiers are queried about an EFM during inprocessing using DA Form 7415 <i>(EFMP Querying Sheet)</i> .					
3. Soldiers are queried about an EFM during readiness processing using DA Form 7415.					
4. Soldiers are queried about an EFM during reassignment interview using DA Form 7415.					
5. Soldiers are queried about an EFM during outprocessing using DA Form 7415.					
6. Completed DA Forms 7415 are provided to the installation EFMP manager on a weekly basis.					
7. OCONUS family member deployment screening is implemented per para 2-1b, AR 608-75.					
8. DA Form 4787, DA Form 5888-R, and all EFMP documentation are processed expeditiously.					
9. Soldiers are deferred <i>(except AIT soldiers)</i> until notification is received from OCONUS travel approval authority about available EFMP services.					
10. Local statistical data and other pertinent EFMP information are provided to the installation EFMP manager.					
11. Representative is provided to the installation EFMP committee.					

AGENCY: CIVILIAN PERSONNEL OFFICE					
ITEM	Y E S	N O	RESPONSIBLE INDIVIDUAL/AGENCY	COMPLETION DATE (YYYYMMDD)	COMMENTS <i>(Include required action)</i>
1. Standing operating procedure is on file.					
2. Facility is accessible to persons with disabilities.					
3. All civilian employees relocating outside U.S. where family member travel is authorized at government expense complete DA Form 5863.					
4. DA Form 5863 is retained on left side of relocating civilian employee's official personnel folder when special needs do not exist.					
5. DA Form 5863 is forwarded to HQDA (CFSC-FSA) when relocating civilian employee's family member has special needs.					
6. Coordination occurs with gaining DODDS regional office before employee relocates outside U.S. with children requiring special education.					
7. Coordination occurs with gaining medical activity before employee relocates outside U.S. with family members with medical needs.					
8. All civilian employees relocating outside the U.S. are referred to ACS for general information about the new duty station.					
9. Procedures exist for identifying and imposing sanctions against civilian employees who refuse to participate in EFMP.					
10. Statistical data and other pertinent information on EFMP are provided to installation EFMP manager.					
11. Representative is provided to the installation EFMP committee.					

AGENCY: DIRECTORATE OF PUBLIC WORKS

ITEM	Y E S	N O	RESPONSIBLE INDIVIDUAL/AGENCY	COMPLETION DATE (YYYYMMDD)	COMMENTS <i>(Include required action)</i>
1. Standing operating procedure exists for processing exceptions to housing assignments.					
2. Facility is accessible to persons with disabilities.					
3. Quarters are specifically set aside for persons with disabilities.					
4. Requests for housing modifications are accommodated.					
5. Statistical data for DA Form 5864 and other pertinent EFMP information are provided installation EFMP manager.					
6. Representative is provided to the installation EFMP committee.					

AGENCY: CHILD DEVELOPMENT SERVICES (CDS)

ITEM	Y E S	N O	RESPONSIBLE INDIVIDUAL/AGENCY	COMPLETION DATE (YYYYMMDD)	COMMENTS <i>(Include required action)</i>
1. EFMP standing operating procedure for CDS programs is on file.					
2. Facility is accessible to persons with disabilities.					
3. All CDS delivery systems are available to children with disabilities through SNRT process.					
4. Technical assistance requirements are outlined to the installation EFMP manager prior to CDS delivery of services to children with disabilities.					
5. Special needs training is provided to CDS staff.					
6. Local statistical data and other pertinent information on EFM children served by CDS are provided to the installation EFMP manager.					
7. CDS representation is provided to the installation EFMP committee and the SNRT.					
8. CDS works with installation EFMP committee to identify funding sources to support CDS special needs inclusion costs.					
9. Coordination is accomplished with SNRT on youth identified as needing transition from CDS to YS programs.					

AGENCY: YOUTH SERVICES (YS)

ITEM	Y E S	N O	RESPONSIBLE INDIVIDUAL/AGENCY	COMPLETION DATE (YYYYMMDD)	COMMENTS <i>(Include required action)</i>
1. EFMP standing operating procedure for YS programs and activities is on file.					
2. Facility is accessible to persons with disabilities.					
3. All YS programs and activities are available to children with disabilities as determined through SNRT process.					
4. Technical assistance requirements are outlined to the installation EFMP manager prior to delivery of services for youth with disabilities.					
5. Coordination occurs with SNRT on youth identified as needing transition from CDS to YS programs and activities.					
6. Special needs training is provided to YS staff.					
7. YS representation is provided to installation EFMP committee and SNRT.					
8. YS works with installation EFMP committee to identify funding sources to support YS special needs inclusion costs.					
9. Local statistical data and other pertinent information on EFM youth served by YS are provided to the installation EFMP manager.					

AGENCY: COMMUNITY RECREATION

ITEM	Y E S	N O	RESPONSIBLE INDIVIDUAL/AGENCY	COMPLETION DATE (YYYYDD)	COMMENTS <i>(Include required action)</i>
1. EFMP standing operating procedure for community recreation programs and activities is on file.					
2. Facility is accessible to persons with disabilities.					
3. Individuals with disabilities are provided reasonable accommodation.					
4. Technical assistance requirements are outlined to installation EFMP manager prior to delivery of services for individuals with disabilities.					
5. Special needs training is provided to community recreation staff.					
6. Local statistical data and other pertinent information on EFMP are provided to installation EFMP manager.					
7. Representative is provided to installation EFMP committee.					