**Exceptional Family Member Program**

**JRTC & Fort Johnson**

Road Map-Standard Procedure

Compassionate Reassignment or Stabilization Requests

**EFMP’s role in Compassionate Reassignments (CR) & Stabilizations:**

* Ensure EFMP enrollment information is updated in Enterprise (E-EFMP). If seeking a compassionate reassignment, indicate this on your enrollment packet in E-EFMP <https://efmp.army.mil/>
* Medical EFMP (BJACH) provides the compassionate reassignment letter to the Soldier.
* Family Support EFMP (ACS) assists with research for CR locations, liasison between HRC or Command and the Soldier.
* Family Support EFMP completes DD 3054 (Family Needs Assessment and Plan) documentation with Service member to submit with requests. This appointment takes at least 30 minutes to complete and can be virtual or in person.
* Compassionate Reassignments and Stabilizations are processed at the unit level.

**Documentation needed to complete request:**

* DA 4187-Personnel Action (sample available)
	+ Completed by Service Member and COC
* DA 3739-Application for Compassionate Actions (sample available)
	+ Completed by Service member and COC
* Denial of care/compassionate letter from Ft Johnson Medical EFMP
	+ For Compassionate Reassignment only
* Letter of Recommendation by Primary Provider (and specialty provider if able)
	+ For both Compassionate and Stabilization requests
	+ Clearly indicate reason for request (lack of available services/treatment, or concerns for affect to stability/progress of treatment if moved).
* DA 3054-Family needs assessment and service plan
	+ Completed with EFMP Family Support
* Memorandum For Record (MFR)
	+ Possibly requested - completion by SM indicating reason for request.
		- If needed, clearly outline current adverse impact to family or how move will impact.
* SM needs to be prepared with 3 alternate Duty Station locations to request
	+ Must have availability with MOS, needs of Army considered first.
	+ Best to discuss options with Branch, Command, and EFMP FS