Families in Transition Guide

Camp S.D. Butler EFMP Installation Office



Use this guide to keep medical care, school services and family supports in place when you move to or from Okinawa, change duty stations within the Indo-Pacific, or prepare for separation or retirement.

Start with your EFMP Family Case Worker. Share your destination and expected dates early so you can plan the handoff to the next office. Find your Camp S.D. Butler office.

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Plan your PCS move

Start when you learn about a possible move. Give your Family Case Worker (FCW) your destination, projected arrival date and any care or school services that need an early handoff.



When a move is proposed

The Exceptional Family Member Program (EFMP) is mandatory for active-duty sponsors whose dependents meet enrollment criteria for a qualifying medical or educational need. Your Marine Corps monitor manages your assignment. EFMP reviews the proposed location for access to required care and services. For overseas orders, follow the applicable Overseas Suitability Screening (OSS) instructions for each traveling family member, regardless of EFMP enrollment.

- ☐ Tell your FCW if medical, behavioral health or educational needs have changed. Keep EFMP records current and update them at least every three years or sooner when needs change significantly.
- ☐ Ask for a voluntary Family Needs Assessment to identify services that could be interrupted and build a plan for the move.
- ☐ If moving overseas, ask your command and screening office about screening, dependent travel approval and command sponsorship. Confirm which steps apply before booking travel.

Before departure

- ☐ Check out with your EFMP office and ask for a handoff to the gaining office. For a remote Indo-Pacific post, ask who will provide EFMP or family support at your destination.
- ☐ Contact the gaining housing office early if you need accessible housing. Describe the features your family needs, such as step-free access or space for medical equipment.
- ☐ Confirm transportation, lodging and any accessibility needs with your sponsor and relocation office. Carry essential documents and equipment with you.

After arrival

- ☐ Check in with the gaining EFMP office. Confirm who owns the next steps for medical appointments, education services and caregiver supports.

MilitaryINSTALLATIONS • Plan My Move • Okinawa Overseas Screening • Marine Corps EFMP Order

Transfer medical care

Make a plan for each ongoing prescription, referral, therapy, piece of medical equipment and home service. Find out who will take over and when they can see you.

Before you travel

- ☐ Ask providers for a current care summary, medication list, immunization records, recent test results and treatment plans. Request copies of referrals and authorizations.
- ☐ Ask your providers and pharmacy how to cover the travel period and the time before your first appointment. Carry medications and essential supplies in your hand luggage when permitted. Ask about storage, airline rules and any destination import requirements.
- ☐ Call your TRICARE contractor to confirm coverage in transit and what must be arranged again at the destination. Ask about specialty referrals, therapies, durable medical equipment and home services.
- ☐ Ask about TRICARE case management for complex needs. If your family uses the Extended Care Health Option (ECHO), ask the contractor how to coordinate the transfer and confirm eligibility if your duty status is changing.

After you arrive

- ☐ Update your contact information in the Defense Enrollment Eligibility Reporting System (DEERS). Contact the gaining TRICARE contractor to confirm your plan, regional transfer and primary care assignment as applicable.
- ☐ Schedule the first appointments. Confirm which referrals or authorizations the gaining provider needs and arrange delivery or servicing of medical equipment.

TRICARE gives eligible beneficiaries 90 days from a qualifying address change to change plans. Ask your contractor which steps apply to your move and when your coverage takes effect. For Okinawa or another overseas location, start with TRICARE Overseas and confirm local access to care.

TRICARE Moving • TRICARE Overseas • TRICARE Case Management • milConnect

EFMP medical paperwork

Use DD Form 2792 for the Family Member Medical Summary. Ask your FCW who should complete it and how to submit it securely. If a civilian provider charges a form-completion fee, ask EFMP about eligibility, funding and documentation before paying. Keep an itemized paid receipt and confirm whether you need Optional Form 1164.

DD Form 2792

Transfer school services

Contact the receiving school or early intervention program before travel. Share the current plan through its approved process and ask who will coordinate services on arrival.

Current plan	Who to contact	What to ask
Individualized Education Program (IEP)	Receiving school registrar or special education team	When can the team review the IEP and arrange comparable services, supports and transportation, as applicable?
Individualized Family Service Plan (IFSP)	Receiving early intervention program	Who will coordinate intake and what records or eligibility steps are needed? In Okinawa, start with EDIS.
Section 504 plan	Receiving school's 504 contact	How does the school review the plan and arrange accommodations during the transition?

Records to carry

- ☐ Pack the signed current plan, eligibility and evaluation reports, progress notes, report cards or transcripts, and any assistive technology or transportation information.
- ☐ Ask how to send official records securely. Keep your own copies for travel and the first meeting. Ask EFMP whether DD Form 2792-1 applies to your family member.

School options across the Indo-Pacific

For Okinawa, the MCCS School Liaison can help identify the appropriate school and registration process. Contact Educational and Developmental Intervention Services (EDIS) at U.S. Naval Hospital Okinawa for early intervention questions.

If your overseas destination has no Department of Defense Education Activity (DoDEA) school within commuting distance, ask the School Liaison and DoDEA whether the Non-DoD Schools Program applies. Confirm eligibility, approvals and service availability before committing to a school.

MCCS School Liaison • Okinawa EDIS • DoWEA • DD Form 2792-1

Overseas Early Intervention and Special Education Directory

Arrange support before you move

If a move could interrupt essential care or strain your family's support network, contact your FCW early. Explain the service at risk, when it could stop and who can document the need.

Respite care

If your family uses Marine Corps EFMP respite care, ask the losing office when it will stop processing claims and ask the gaining office when you can begin using respite there. Confirm eligibility, provider qualifications, paperwork and reimbursement procedures with the gaining office before scheduling care.

Assignment options when care is at risk

Humanitarian assignment (HUMS). If a serious family hardship affects your ability to complete a tour or execute orders, ask your chain of command about the humanitarian assignment process. The Marine Corps assignment authorities decide the request. EFMP can provide information on service availability when the hardship involves an enrolled family member.

Continuation on Location (CoL). If moving an enrolled family member could seriously disrupt essential medical or educational care, ask your FCW and Headquarters Marine Corps EFMP about a request for the family to remain at the current location while the sponsor executes orders. Ask about eligibility, command routing and documentation before making travel or housing commitments.

Marine Corps EFMP Order • Okinawa EFMP Respite Care

Housing and community support

Ask the gaining housing office about accessibility requests and any local procedures related to medically necessary equipment or electricity use. If you already have an accommodation, ask what documentation the new office needs and when to submit it.

Ask the Camp S.D. Butler EFMP office about current family training, the Special Needs Forum and local referrals. For relocation help or support finding community services, contact MCCS Information, Referral and Relocation.

MCCS Information, Referral and Relocation • MCCS Marine and Family Programs on Facebook

Your handoff notes

Service to transfer _____ Gaining contact _____

Next appointment or action _____ Date _____

Prepare for separation or retirement

Start with the MCCS Transition Readiness Program (TRP) and your EFMP Family Case Worker. Put the last day of active-duty coverage and the first day of replacement coverage on the same calendar.

Before your last day of active duty

- ☐ Schedule initial counseling and pre-separation counseling through TRP. Ask about the Transition Readiness Seminar, spouse resources and how to connect with a VA representative.
- ☐ Ask TRICARE and DEERS to confirm eligibility for each family member, coverage dates and enrollment steps. If relocating overseas or remaining in Japan, confirm which plans, providers and pharmacies are available where you will live.
- ☐ Ask EFMP about the end date for any active-duty family supports you use, including respite. Ask the gaining agencies how to apply for replacement caregiver support or case management.
- ☐ Confirm who will refill prescriptions and provide specialty care, therapies and medical equipment after your status changes. Request records before departure.

Coverage by type of transition

Transition	What to verify
Retirement	Confirm plan eligibility and enroll within 90 days of retirement to avoid a break in coverage. Ask about retiree dental and vision options if needed.
Separation at end of active service	Confirm when active-duty coverage ends. The Transitional Assistance Management Program (TAMP) provides 180 days of coverage for eligible families. Ask about eligibility for the Continued Health Care Benefit Program (CHCBP) and any enrollment deadlines.

TRICARE Retiring • TRICARE Separating • Okinawa Transition Readiness

If you are moving to the United States

If you need civilian coverage, compare employer and Marketplace options. Ask your destination state about Medicaid, the Children's Health Insurance Program (CHIP), disability waivers and waitlists. If a family member receives Supplemental Security Income (SSI), report the move to Social Security and confirm how the change of residence affects benefits.

HealthCare.gov • Medicaid and CHIP • Social Security SSI • VA Claims Before Discharge

Camp S.D. Butler contacts

Contact the EFMP Installation Office or the satellite office closest to you for enrollment, updates, transition planning and help connecting with the gaining office.

EFMP office	Location	DSN
Camp Foster Installation Office	Building 495, Suite 100	315-645-9237
Camp Kinser Satellite Office	Building 1316	315-636-3516
Camp Courtney Satellite Office	Building 4448	315-622-9794

efmp@okinawa.usmc-mccs.org • MCCS Okinawa EFMP • Marine and Family Programs Facebook

Use the general inbox for initial contact. Ask your Family Case Worker for the approved way to send records or documents containing personal or medical information.

Who to contact for your next step

If you need help with	Start here
Overseas screening paperwork	U.S. Naval Hospital Okinawa Overseas Screening
School registration and transition	MCCS Okinawa School Liaison
Early intervention in Okinawa	Educational and Developmental Intervention Services
Sponsorship and relocation resources	MCCS Information, Referral and Relocation
Separation or retirement counseling	MCCS Transition Readiness Program
Resources at your gaining installation	MilitaryINSTALLATIONS and your gaining EFMP office

Overseas Screening • School Liaison • Okinawa EDIS • MilitaryINSTALLATIONS

Okinawa Transition Readiness • Military OneSource Special Needs Resources

Program guidance

Read the Marine Corps Exceptional Family Member Program Order (MCO 1754.4C) for policy and sponsor responsibilities.

Links/QR Codes

Military Installations: https://installations.militaryonesource.mil/

Directory of Early Intervention Special Education and Related Services in OCONUS Communities: https://www.militaryonesource.mil/documents/directory-of-early-intervention-special-education-and-related-services-in-oconus-communities-d300/

Plan My Move: https://planmymove.militaryonesource.mil/

Okinawa Overseas Suitability Screening: https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS

MCO 1754.4C: https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/2380953/mco-17544c/

TRICARE Moving: https://tricare.mil/LifeEvents/Moving



TRICARE Overseas: https://tricare.mil/Plans/HealthPlans/TOP



TRICARE Case Management: https://tricare.mil/NotFound/?item=coveredservices%2fspecialneeds%2fcasemanagement&user=Undefined&site=tricare



milConnect: https://milconnect.dmdc.osd.mil/milconnect/



MCCS School Liaison: https://www.okinawa.usmc-mccs.org/marine-family-support/child-and-youth/school-liaison-program



Okinawa EDIS: https://okinawa.tricare.mil/Health-Services/Other/EDIS



DoDEA/DoWEA: https://www.dodea.edu/



Information, Referral and Relocation: https://www.okinawa.usmc-mccs.org/news/looking-for-resources-contact-information-referral-and-relocation



MCCS Okinawa – Marine and Family Facebook:
https://www.facebook.com/mccsokinawa.marineandfamily



TRICARE – Retiring: https://tricare.mil/LifeEvents/Retiring



TRICARE – Separating: https://tricare.mil/LifeEvents/Separating



Okinawa Transition Readiness: https://www.okinawa.usmc-mccs.org/marine-family-support/transition-readiness/initial-counseling



HealthCare.gov for Veterans: https://www.healthcare.gov/veterans/



Medicaid and CHIP: https://www.medicaid.gov/

Social Security SSI: https://www.ssa.gov/ssi

VA Claims before Discharge: https://www.va.gov/disability/how-to-file-claim/when-to-file/pre-discharge-claim/