

Request for Records Disposition Authority

Records Schedule Number DAA-0127-2014-0020
 Schedule Status Approved

Agency or Establishment Department of the Navy
 Record Group / Scheduling Group Records of the U.S. Marine Corps
 Records Schedule applies to Major Subdivision
 Major Subdivision United States Marine Corps
 Minor Subdivision Administration and Resource Division
 Schedule Subject SSIC 1754.4
 Exceptional Family Member Program (EFMP)

Internal agency concurrences will be provided No

Background Information The purpose of the Exceptional Family Member Program (EFMP) is to track exceptional family members and respite services. Information is used to determine areas of suitability for exceptional family members and monitor approved respite care reimbursement services. Data range from 2008 to ongoing. This is a Marine Corps Electronic Information System (EIS) currently listed within the DON Application and Database Management System and DoD IT Portfolio Repository (DADMS-DITPR-DON).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0127-2014-0020

Sequence Number	
1	MASTER FILES Disposition Authority Number: DAA-0127-2014-0020-0002

Records Schedule Items

Sequence Number

1

MASTER FILES

Disposition Authority Number **DAA-0127-2014-0020-0002**

Database records consist of PDFs of Verification of Eligibility to participate in the Exceptional Family Member Program (NAVMC 17501), Family Medical Summary (DD2792), Special Education/Early Intervention Summary (DD2792-1) and Exceptional Family Member Respite Reimbursement Care Program (NAVMC 17502). Data elements include but are not limited to Sponsor Name, Case ID, EFM Name, Provider information, Date of Service and Reimbursement Rate, addenda contact and assignment notes, respite care information and additional consent authorization forms that relate to family support.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
SSIC 1754.4	SYSTEM OF EXCEPTIONAL FAMILY MEMBER PROGRAM

Disposition Instruction

Cutoff Instruction **Cut off/close case files when treatment is no longer provided (i.e., due to transfer or separation of service member) or when case is closed.**

Retention Period **Destroy 7 years after the end of the calendar year the case is closed or when a minor child reaches 23 years of age.**

Additional Information

GAO Approval **Not Required**

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/12/2014	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
06/25/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
06/29/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/01/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist