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R 051512Z FEB 15

FM COMDT COGARD WASHINGTON DC//CG-11//

TO AIG 4905

AIG 11934

BT

UNCLAS //NO6010//

SUBJ: COAST GUARD SPECIAL NEEDS PROGRAM CASE CATEGORIZATION

A. Coast Guard Special Needs Program, COMDTINST 1754.7 (SERIES)

B. COMDT COGARD WASHINGTON DC 031523Z FEB 15 ALCOAST 039/15

1. Per reference (a), the Senior Medical Executive (SME) is responsible for reviewing the Family Member Medical Summary, DD Form 2792 (for medical, psychological, and physical conditions) and Special Education/Early Intervention Summary, DD Form 2792-1 (for educational special needs) to determine an Active Duty (AD) members eligibility for enrollment or disenrollment from the Special Needs Program.

2. In order to categorize the cases, the SMEs shall obtain DD-2792s from the local Family Resource Specialists (FRSs). The SMEs will categorize all new special needs cases at the time they review the initial documentation forwarded by the FRSs. For Coast Guard members with multiple family members with special needs, the highest category assigned to a family member will determine the overall category of the case.

3. Cases categorized during the pilot of this policy in November 2013 do not need to be categorized again, if the enrollment forms are still current and there were no changes in the special needs conditions of the enrolled family members. All other existing enrollments (including those that were received less than three years ago as new enrollments or updates) must be categorized within one year from the release of reference B.

4. Progress on the categorization of existing special needs cases shall be reported by FRSs to the Health, Safety, and Work-Life (HSWL) Regional Managers (RMs) monthly. The RMs shall report the number of cases that were categorized to the HSWL Service Center (SC) FRS POC, identified below in paragraph 7, by the end of each month, beginning 31 March 2015.

5. Per reference (b), the special needs category system will be used to facilitate the assignment process for military personnel. In situations where a members assignment is impacted, or may be restricted by the lack of access to TRICARE network providers, the FRS shall discuss the availability of services and access to care with a Medical Administration Regional Coordinator (MARC) before responding to an assignment officer (AO), if services are available for the family in the proposed duty location.

6. For Categories 1, 4, and 5, the (AO) does not need to contact the transferring FRS to determine suitability of the proposed duty location. For Categories 2 and 3, the AO does need to contact the transferring FRS and inform the FRS of the proposed duty location. Exception: If a case is classified as Category 2 or 3, it may be presumed that services are available, if the proposed duty location is in any of the units appropriate for Categories 4 and 5. In this event, the AO does not need to contact the transferring FRS to determine suitability of the proposed duty location. For Categories 2 and 3, the transferring FRS coordinates with the gaining FRS, MARC, and SME, if necessary, to determine the adequacy of the proposed duty location. The transferring FRS responds to the AO inquiry and orders are either cut or the process starts over again with a new location to determine whether services are available. Upon official transfer to the new duty location, the transferring FRS contacts the gaining FRS to properly hand off the case. Further AO inquiries are directed to the gaining FRS.

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7. POC: SMEs, CAPT Joseph Perez (HSWL SC), 757-628-4338, Email: Joseph.L.Perez(AT)uscg.mil., FRSS, CDR Jerry Mahlau-Heinert (HSWL SC) 757-628-4795, Email: Jerry.L.Mahlau-Heinert(AT)uscg.mil, MARCs, CDR Paul Fawcett (HSWL SC) 757-628-4362, Email: Paul.A.Fawcett(AT)uscg.mil.

8. CAPT Erica Schwartz, Chief, Office of Health Services and Mr. Robert Skewes, Chief, Office of Work-Life, send.

9. Internet release authorized

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