

U.S. Navy Exceptional Family Member Program (PERS-456)
Navy Personnel Command, Millington, TN
(901) 874-2496
usn.mid-south.chnavpersmiltn.mbx.efmp-admin@us.navy.mil

Guidance for Submitting an Exception to Policy (ETP) Request

This document outlines the procedures for families to request an exception to the current policy. Please follow these steps carefully to ensure your request is processed in a timely manner.

Who Can Submit a Request

- The request for an exception to policy should be initiated by the Sponsor.
 - If the Sponsor is deployed/unavailable, the spouse or legal guardian of the Exceptional Family Member (EFM) may submit the request on their behalf.
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How to Submit the Request

All ETP requests must be submitted via email to the EFMP Organizational Box at Navy Personnel Command (PERS-456).

- Email Address: usn.mid-south.chnavpersmiltn.mbx.efmp-admin@us.navy.mil
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Required Information

Your email request must include the following information to be considered complete:

Requester Information	Sponsor's First/Last Name, Rank, Valid email address, Phone number. (Or spouse/guardian if Sponsor is unavailable.)
EFM Information	EFM's name or case number. If the EFM resides at a different address from the Sponsor, please provide the EFM's full address.
Specific Request	Clearly state the specific request, including the number of hours requested and the duration for which they are needed.

Justification Provide a detailed description of the hardship and/or extenuating circumstances. This should explain how the situation significantly affects the wellness of the caregiver and why additional support is required to provide temporary relief.

Supporting Documents (Optional) Additional letters from medical providers can be included. These letters must be on official letterhead with a valid signature to be taken into consideration.

What to Expect After Submission

Upon receipt of a complete ETP package, confirmation of receipt will be sent via email and the request will be added to the docket for Board Review. Navy Personnel Command (NPC) will contact the Sponsor (or spouse/guardian) via email with an adjudication within 30 business days of the request.

Reference: DoDI 1315.19 Exceptional Family Member Program (June, 2023)