

COMMONLY ASKED QUESTIONS

Who has access to my special needs file?

- *The FRS or FAS manages the special needs file. Information contained in this file shall not be made part of your service record or personnel file. All information shall be kept confidential.*

Will I still be eligible for worldwide assignment?

- *Yes. Active duty members shall not be adversely affected in their selection for promotion, schools, or assignment due to their enrollment in the program.*

What happens to my special needs file when I transfer?

- *The special needs file is forwarded to the Work-Life FRS or FAS who services your new unit.*

How long will I be enrolled in the Special Needs Program?

For as long as necessary. Disenrollment is prompted by:

- *The service member separating from the CG.*
- *A change in dependency of the enrolled family member.*
- *When supporting documentation is provided that the special need no longer exists.*

FOR FURTHER INFORMATION PLEASE CALL:

ISC Alameda	510-437-5378
ISC Boston	617-223-3484 617-223-3482
ISC Cleveland	216-902-6353
ISC Honolulu	808-541-1584
ISC Ketchikan	907-228-0212
ISC Kodiak	907-487-5525 x.274
ISC Miami	305-278-6674
ISC New Orleans	504-942-4056 / 4053
ISC Portsmouth	757-686-4036 / 4025
ISC San Pedro	310-732-7584
ISC St. Louis	314-539-3900 x.2235
ISC Seattle	206-217-6612
TRANCEN Cape May	609-898-6885
HQ Support Command	202-267-2347



SPECIAL NEEDS PROGRAM

An Introduction to the Coast Guard's Special Needs Program



The Special Needs Program
Commandant Instruction 1754.7B
requires AD members to enroll their
family members with identified and
diagnosed special needs in the Coast
Guards' Special Needs Program.



The intent of this program is to identify
and support the Special Needs of the
family member while meeting the
mission of the Coast Guard.



Special Needs Enrollment categories:

- Medical
- Physical
- Psychological
- Educational
- Mental

The Enrollment Process

1. Obtain and complete special
needs enrollment form CG-5494
2. Submit the enrollment form
and supporting special needs
documentation to the office of
Work-Life Family Resource
Specialist (FRS) or Family
Advocacy Specialist (FAS).
3. The enrollment form and
supporting documentation is
sent to HQ's and maintained in
the central registry. This
information is kept confidential.
4. Special needs enrollment and
documentation must be
submitted and updated at a
minimum of every two years.



How Work-Life staff FRS/FAS can
assist:

- Identify and enroll families
- Provide resources and referrals
- Advocate for the families
- Provide recommendations to
assignment officers prior to the
reassignment of the enrolled
Coast Guard member.
- Maintain contact with family
and service members to provide
assistance as needed.
- Provide Special Needs training to
units as required.