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**SPECIAL NEEDS IDENTIFICATION AND ASSIGNMENT COORDINATION  
INFORMATION FORM**

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Welcome to the Special Needs Identification and Assignment Coordination Process. This process is designed to identify and assist Air Force families with members having special medical and/or educational needs. The Special Needs Coordinator will help you obtain information about medical and educational services. It is important for you to ask as many questions as it takes to clarify concerns about the identification process.

A vital part of the Special Needs Identification and Assignment Coordination Process is to avoid problems associated with being highly mobile. When a family is in the process of establishing a therapeutic program for a special needs family member, a poorly timed move could have serious consequences; i.e., therapeutic progress might be interrupted by a premature move. Additionally, treatment facilities may not exist at a projected duty station. Active duty members with special needs family members are primarily considered for assignment to areas where required medical and/or educational services are available. The Special Needs Coordinator will request that a special identifier code ("Q" Code) be placed in the sponsor's personnel record to ensure assignment consideration for any family members with special medical and/or educational needs.

**EFMP** reassignments and deferments are two of the options that may be considered when services are not available at a duty station. However, both retention at the current base and assignment to another base are dependent upon vacancies and manning requirements of the Air Force. The Special Needs Identification and Assignment Coordination Process is not a "base of choice" for the sponsor. Active duty members still must serve their overseas duty. Members who are selected for an overseas assignment where required general medical care is not available may elect the option of an unaccompanied short tour. The family would remain in the United States where the special needs family member could receive required care. AFPC approves all assignment selections.

It is important you know the limits of confidentiality regarding the issues you discuss. Military health care records, including our separately maintained Special Needs Identification and Assignment Coordination Process records and referral logs, are the property of the U.S. Government. The same controls apply to these records as other government documents. Information disclosed by you to the Special Needs Coordinator is considered sensitive information and is treated as such. This means access to information in your record is allowed when required by law, regulation, judicial proceedings, hospital accreditation, or when authorized by you. A written summary of each of your visits or contacts with us will be maintained in your Special Needs Identification and Assignment Coordination record. Also, short notes documenting your contacts with us are written in your outpatient medical record.

Here are some examples where limits on confidentiality may apply:

- 1 Release of information may be required by regulation. We will do everything we can to ensure individuals with the right to know find out only what they need to know. If you are Active Duty, your commander or higher chain of command may have the need to know some of the information you disclose to us.
- 2 Requests for information from sources outside the Department of Defense will not be honored unless you first give written permission for the release of information.
- 3 If you tell us of a situation involving a violation of military regulations, the Uniformed Code of Military Justice (UCMJ), or civil law, we may be required to divulge that information to the chain of command and/or other authorities.
- 4 If you voice a threat to harm yourself or someone else, we may share some information in order to ensure your safety.
- 5 If a DoD health care provider refers you to Special Needs Identification and Assignment Coordination Process and requests feedback, usually some written or verbal feedback will be given. When there is a need to know, other medical professional staff associated with your health care may have access to some Special Needs Identification and Assignment Coordination Process information
- 7 Qualified individuals for officially approved research, administrative and legal purposes, may review Special Needs Identification and Assignment Coordination Process records to evaluate services or conduct other research. Research findings NEVER include individual names or other identifying information.

In accordance with the above guidelines, we will strive to safeguard information obtained from you and ensure only authorized sources with a valid need to know have access.

Please ask your Special Needs Coordinator any questions you may have on these matters.

**STATEMENT OF UNDERSTANDING**

I have read the above and understand that information about me will be safeguarded with the limitations of confidentiality mentioned above and IAW the Privacy Act of 1974 (DD Form 2005).

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

I have reviewed these limitations of confidentiality with the above-identified client to ensure he/she understands them.

\_\_\_\_\_  
Special Needs Staff Member's Signature

\_\_\_\_\_  
Date