

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE POLICY DIRECTIVE 40-7**

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**Medical Command**

**MEDICAL SUPPORT TO FAMILY  
MEMBER RELOCATION AND  
EXCEPTIONAL FAMILY MEMBER  
PROGRAM-MEDICAL (EFMP-M)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements the medical component of Department of Defense (DoD) Instruction 1315.19, The Exceptional Family Member Program (EFMP), April 19, 2017. The Exceptional Family Member Program-Medical (EFMP-M) process supports the EFMP described within Air Force Instruction (AFI) 36-2110, Assignments, September 22, 2009, AFI 36-3020, Family Member Travel, October 22, 2009, and AFI 36-2102, Base Level Relocation Procedures, September 18, 2006. This publication applies to all eligible beneficiaries who are entitled to receive care in a Military Treatment Facility, to include Air National Guard and Air Force Reserve Command personnel considered to be on active duty in accordance with Title 10, United States Code. Additionally, DoD civilians not normally served by the Military Treatment Facility are supported upon request for inquiries into the availability of care for special needs family members when planning travel overseas

Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System, and Records Disposition Schedule.

## ***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed. Major changes include alignment with updated DoD guidance, removal of procedural information more appropriate for implementing guidance, and substantial edits for clarity and readability.

### **1. Background.**

1.1. Air Force Personnel Center (AFPC) and Air Force Medical Service, or other functionals that manage their own assignment process, work cooperatively to identify Regular Air Force sponsors whose family members have special medical and educational needs and to determine the availability of services for assignment purposes. The Air Force Medical Service additionally supports DoD civilian personnel who plan to take family members with special needs overseas. This directive establishes policy for managing the EFMP-M process throughout the Air Force.

1.2. The EFMP-M process supports Air Force readiness by promoting access to family member health care and by decreasing barriers to free and appropriate public education for the children of military and civilian sponsors. It ensures Air Force compliance with DoD policy pertaining to mandated services for individuals with special needs. Air Force EFMP-M promotes health and education through broad-based awareness activities and information technology. The goals are to ensure appropriate access to information and care, and to prevent untimely relocations from areas where medical services and special education services are not available for family members. The primary considerations under EFMP-M are the safety of family members requesting government-sponsored travel to accompany sponsors, utilization of their federal entitlements, and maximize to the extent possible, the worldwide deployability of Air Force members.

### **2. Policy.**

2.1. Military Treatment Facilities will identify special education and medical needs of military family members and document them for the purpose of assignment coordination. The AFPC will ensure military and civilian sponsors are informed of the requirements and procedures for family member screening prior to travel outside the continental United States at government expense. The AFPC will ensure appropriate confirmation of needed medical and educational service availability by the Military Treatment Facility prior to the issuance of Permanent Change of Station orders for Regular Air Force sponsors with special needs family members. Air Force EFMP-M will assist civilian personnel accepting employment overseas upon request by inquiring about service availability prior to family member travel.

2.2. Regular Air Force sponsors of family members whose needs meet DoD criteria for special educational and/or medical services, as specified in DoD Instruction 1315.19, must be enrolled in the EFMP. Enrollment involves Military Treatment Facility notification to the AFPC, via the local Military Personnel Section where applicable, to issue an assignment limitation code "Q". The Family Member Relocation Clearance and Facility Determination Inquiry processes are assignment coordination screening activities. They assess the family members' medical and educational conditions and confirm the availability of required services for relocations, both within the continental United States and outside the continental United States. The EFMP-M process supports the Air Force assignment function by informing the AFPC, or other functionals that manage their own assignment process, if

specific needs cannot be met in a projected location prior to the issuance of travel orders. Command sponsorship for family members of Regular Air Force sponsors will not be offered for travel outside the continental United States where services do not exist to meet special needs.

2.3. The EFMP-M staff completes the Family Member Relocation Clearance process upon request for DoD civilians who accept employment overseas and plan to travel with family members who have special needs. Information regarding the availability of needed medical and educational services at the gaining locations is provided through HQ USAF/A1, Civilian Personnel or their designees, to inform employees' decision-making prior to travel. Decisions regarding family member travel outside the continental United States remain with civilian sponsors. Civilian sponsors are not enrolled in the EFMP.

2.4. The EFMP-M staff supports other DoD components in the determination of available services prior to family member relocation overseas upon request. These may include, but are not limited to, families of Air Force sponsors who are enrolled in the EFMP or whose dependent(s) have medical needs which require travel determination by a gaining location and are assigned to State Department duties or as military attachés, families of Air Force Reservists on extended active duty, and families with sponsors of other branches of military service. While supportive coordinating and referral services are offered by the EFMP-M for these families, these other DoD sponsors are not enrolled in the Air Force EFMP.

### **3. Roles and Responsibilities.**

3.1. The Assistant Secretary of the Air Force, Manpower & Reserve Affairs provides policy oversight and guidance for EFMP-M policy.

3.2. The Deputy Under Secretary of the Air Force, International Airmen Division reviews family relocation clearance packages regarding Air Force Attaché assignments.

3.3. Air Force Surgeon General (AF/SG) implements policy and advocates for the Air Force EFMP-M process. AF/SG interfaces with the Secretary of the Air Force, Manpower & Reserve Affairs and the staff of the Office of the Secretary of Defense to develop proposed policy and legislative initiatives.

3.4. The Air Force Medical Operations Agency (AFMOA) acts as the agent for AF/SG in carrying out the Air Force's approved and directed policies of prevention, record keeping, reporting, and program evaluation.

3.5. The Program Manager, Air Force Programs for Families with Special Needs at the AFMOA/Mental Health Division, advises the AF/SG to form plans and policies for the EFMP-M process and tracks and reports Air Force implementation of DoD policies. The Program Manager serves as the primary OPR for coordination of EFMP-M services with the assignment coordination and family support components of EFMP. The Program manager will also serve as the OPR for the development and deployment of an EFMP data management system. Specific Program Manager duties will be prescribed in the implementing AFI.

3.6. The AFMOA/Provision of Medical Care Division provides clinical oversight to ensure that Major Command (MAJCOM) Surgeons General at locations outside of the continental United States comply with the Family Member Relocation Clearance and Facility

Determination Inquiry processes for Regular Air Force members with embassy attaché and/or State Department duties, as well as ensuring EFMP-M offices within their MAJCOM accomplish direct coordination with appropriate Sister Service offices when necessary. The AFMOA/Provision of Medical Care Division coordinates with representatives of Combatant Commands where Air Force MAJCOMs have no direct oversight of services to family members, and coordinates with the Program Manager, Air Force Programs for Families with Special Needs at the AFMOA/Mental Health Division, or their designees as needed.

3.7. MAJCOM Surgeons General support and monitor the EFMP-M process to ensure their installations comply with DoD and Air Force policy. Additionally, gaining MAJCOM Surgeons General located outside the continental United States, or their designees, will:

3.7.1. Provide oversight and management of the family member clearance process in support of families of DoD civilians and those assigned to embassy attaché and/or State Department duties.

3.7.2. Coordinate with TRICARE Regional Offices as needed to determine available services for civilian and attaché clearances.

3.7.3. Ensure coordination with regional DoD Dependent Schools personnel and the responsible Defense Department for Educational and Developmental Intervention Services where special needs are identified in children of Regular Air Force or civilian sponsors requesting government-sponsored travel into the MAJCOM.

3.8. The AFPC, through Military Personnel Section Commanders, ensures the establishment and monitoring of procedures that support the coordination of accompanied assignments of Regular Air Force sponsors with the Military Treatment Facility EFMP-M process, according to DoD and Air Force Policy and implementing guidance.

3.9. The AFPC Humanitarian/EFMP/Expedited Transfers Assignment Branch, or other functionals that manage their own assignment process, manages EFMP Reassignments when services for newly identified medical or educational needs are unavailable, or when violations of the assignment coordination process have occurred. These violations may include those in which a previously existing condition was not properly identified by the losing Military Treatment Facility, those in which a sponsor withheld information or did not fully participate in the EFMP-M process, or those in which an error in processing assignment orders occurred prior to completion of the Family Member Relocation Clearance process. EFMP Reassignment is described in AFI 36-2110, Attachment 25.

3.10. The AFPC and the Program Manager, Air Force Programs for Families with Special Needs at the AFMOA/Mental Health Division will ensure education on DoD and Air Force Policy issuances regarding family member travel requirements and the EFMP-M process to all Regular Air Force sponsors, and to civilian personnel accepting overseas employment.

3.11. Unit commanders will ensure appropriate actions are taken when there is evidence that Regular Air Force sponsors willfully violated the Family Member Relocation Clearance process, either through refusal to fully participate in the screening process or through disregard of official recommendations against family member travel. All active-duty sponsors will comply with procedures for identifying family members with special needs, with EFMP enrollment procedures, and with established procedures for the review of those special needs prior to relocating family members at government expense.

3.12. Civilian Personnel staff involved in civilian employee recruiting, hiring, and relocations will ensure DoD employees are aware of the coordinating supportive services available to them through the EFMP-M for family members with special needs. Civilian Personnel will ensure appropriate notifications are made to those considering overseas employment in accordance with DoD Instruction 1315.19.

3.13. Civilian Personnel employees will follow DoD Instruction 1315.19 regarding screening procedures for civilian employees' family member travel overseas. Military Treatment Facility Special Needs Coordinators may determine the availability of special medical and educational resources at projected locations upon request of the civilian employee. The Military Treatment Facility provides information to support those selected for overseas positions in making the best decisions possible for their special needs family members. Civilian employees maintain the responsibility for obtaining and paying for needed care for family members when choosing to relocate them overseas. The exception is for those services authorized under DoD Instruction 1342.12 to support a free appropriate public education for eligible minor children as would be provided under the Individuals with Disabilities Education Act per Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794.

HEATHER WILSON  
Secretary of the Air Force

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 1322.24, *Medical Readiness Training*, 6 October 2011

DoDI 2310.08E, *Medical Program Support for Detainee Operation*, 6 June 2006

DoDD 6010.04, *Healthcare for Uniformed Services Members and Beneficiaries*, 17 August 2015

DoDI 6010.23, *Department of Defense and Department of Veterans Affairs (VA) Health Care Resource Sharing Program*, Incorporating Change 1, Effective 3 October 2013

DoDI 6015.17, *Military Health System (MHS) Facility Portfolio Management*, 13 January 2012

DoDI 6015.23, *Foreign Military Personnel Care and Uniform Business Offices in Military Treatment Facilities (MTFs)*, 23 February 2015

DoDI 6025.18, *Privacy of Individually Identifiable Health Information in DoD Health Care Programs*, 2 December 2009

DoDI 6025.23, *Health Care Eligibility Under the Secretarial Designee (SECDES) Program and Related Special Authorities*, Incorporating Change 1, Effective October 2, 2013

DoDI 6040.45, *DoD Health Record Life Cycle Management*, Incorporating Change 1, April 11, 2017

DoDI 6430.02, *Defense Medical Logistics Program*, 23 August 2017

DoDI 6490.03, *Deployment Health*, 11 August 2006

DoDI 8260.04, *Military Health System (MHS) Support for DoD Strategic Analysis*, 14 May 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 33-360, *Publications and Forms Management*, 1 December 2015

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*