

**BY ORDER OF THE COMMANDER  
BEALE AIR FORCE BASE**

**BEALE AFB INSTRUCTION 40-701**

**16 APRIL 2014**



**Medical Command**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements AFI 40-701, *Medical Support to Family Member Relocation and Exceptional Family Member Program (EFMP)*. It establishes guidance for the Beale Air Force Base Special Needs Identification and Assignment Coordination (SNIAC) process and its area of responsibility (AOR) whose functions are to identify special medical and educational service requirements of family members in support of Air Force (AF) active duty sponsor reassignment and civilian employment overseas. This instruction applies to all military and civilian personnel and their family members entitled to receive medical care in military treatment facilities as specified in AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System*. The Air National Guard (ANG) and Air Force Reserve Command (AFRC) do not have separate systems to determine services availability. It applies to all organizations assigned or attached to the 9th Reconnaissance Wing (9 RW). This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed by this instruction is 10 USC 8013. Each form, format, or form letter prescribed by this publication which requires a Privacy Act Statement (PAS), in accordance with AFI 33-332, *Privacy Act Program*, must have the PAS incorporated thereon. Collected information is "For Official Use Only." Requests to release Privacy Act information to persons or agencies outside the Department of Defense (DoD) must be in accordance with AFI 33-332. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the 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 (AFMAN)

33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

## **1. GENERAL INFORMATION**

1.1. The Exceptional Family Member Program (EFMP) and Family Member Relocation Clearance (FMRC) program strive to ensure Air Force sponsors are assigned in locations that support both the accomplishment of the mission and the well-being of families. Enrollment in the EFMP is mandatory for military dependents that meet criteria outlined in Department of Defense Instruction (DoDI) 1315.19, *Authorizing Special Needs Family Members Travel Overseas at Government Expense*. All family members enrolled in EFMP will complete the Family Member Relocation Clearance (FMRC) process prior to Permanent Change of Station (PCS). In addition, all dependent members of an Active Duty Service Member (ADSM) must complete the FMRC process prior to overseas travel. Family members who travel overseas without command sponsorship are at risk of reduced or non-available medical care, loss of benefits such as base privileges or housing, and may incur significant personal expense when further relocation is needed. Active Duty Service Members (ADSMs) who intentionally bypass the clearance process risk disciplinary action. The FMRC process is both administrative, as well as, clinical in nature. Family Member Relocation Clearance Coordinators (FMRCC) carry out the administrative functions of Special Needs Coordination processes.

## **2. ROLES AND RESPONSIBILITIES.**

### **2.1. 9th Reconnaissance Wing Commander**

2.1.1. Ensures that all ADSMs comply with requirements to report to the Special Needs Coordinator (SNC) any family members with special medical and/or educational conditions. This ensures appropriate EFMP enrollment and assignment coordination functions.

2.1.2. Ensures base-wide outreach and inter-agency coordination to support the identification of special medical and/or educational needs of family members, provide social support, and facilitate referrals for needed services.

2.1.3. Ensures accessibility and reasonable accommodation for family members with special needs to base activities, buildings, housing, parking, transportation, and programs In Accordance With (IAW) existing Federal and California State legal requirements, as well as DoD and AF policy and directives.

### **2.2. 9th Medical Group commander (9 MDG/CC)**

2.2.1. With the Chief of Medical Staff (SGH), ensures key medical staff are trained annually on the FMRC/EFMP process.

2.2.2. Ensures SGH and SNC develop and document all FMRC/EFMP training. Ensures Medical Group (MDG) personnel participate in training and implement their roles, responsibilities, and procedures for FMRC/EFMP. Ensures that all MDG staff with direct patient involvement (clinical and administrative) are trained on the reasons for screening the family members of ADSMs: 1) EFMP enrollment, and 2) Family member relocation clearance processes.

2.2.3. Requires that sponsors who circumvent the FMRC process after advisement that medical and/or educational services are not available at the gaining base and who pay for family relocation at their own expense, complete a memorandum. This memorandum will document that the ADSM acknowledges they were advised that needed medical and/or educational services were unavailable but chose to relocate their family member(s) with special needs without government sponsorship. Coordinates with ADSMs unit commanders, as needed, to obtain such signatures.

2.2.4. Ensures privileged providers will identify Air Force family members with special medical or educational needs to the EFMP office.

### **2.3. Chief of Medical Staff (SGH)**

2.3.1. Maintains overall responsibility for the clinical quality of the SNC process.

2.3.2. Ensures all providers employed by the MDG participate in training on the provisions of DoDI 1315.19, including the criteria for enrollment in EFMP described in its Enclosure 4.

2.3.3. Ensures that prior to assuming duties, providers are trained regarding mandatory referrals to the EFMP for any family member of an ADSM who is identified with a special medical or educational need (any branch of Service).

### **2.4. Special Needs Coordinator (SNC)**

2.4.1. Provides administrative oversight of the EFMP process.

2.4.2. Supports base-wide training on EFMP through Wing Medical Right Start and Wing Smooth Move briefings.

2.4.2.1. Provides and screens AF Form 4380 during Wing Medical Right Start and Wing Smooth Move briefing to identify family members with special needs.

2.4.3. Refers Army active duty sponsors to the Army EFMP office at Madigan Army Medical Center (Commercial 253-968-0254).

### **2.5. Family Member Relocation Clearance Coordinators (FMRCC)**

2.5.1. FMRCCs carry out the administrative aspects of the SNC process, including but not limited to scheduling appointments, assisting in review of records, establishing and maintaining logs and SN files, and explaining forms or processes to families.

2.5.2. Serves as installation POC for other EFMP-M offices, or Civilian Personnel Human Resources Offices, regarding the initiation of the FMRC process.

### **2.6. Pediatric Clinic**

2.6.1. Reviews incoming Facility Determination Inquiries (FDI) of children up to age 18 and makes recommendations regarding service availability.

### **2.7. Mental Health Flight Commander**

2.7.1. Upon request, reviews incoming FDIs to make recommendations regarding the availability of mental health, substance abuse, and family advocacy services that have been identified.

## 2.8. Dental Flight Commander

2.8.1. Upon request, reviews incoming FDIs to make recommendations regarding service availability.

## 2.9. 9th Reconnaissance Wing Staff Judge Advocate (9 RW/SJA)

2.9.1. Advises commanders on investigatory, administrative actions, disciplinary actions, and limitations to government provided benefits when notified by the MTF/CC of an alleged violation of the FMRC process.

## 2.10. Military Personnel Section (MPS) Outbound Assignment

2.10.1. The MPS will provide both EFMP-M and EFMP-Family Support (EFMP-FS) with a monthly Q-Code roster and the Base Gains & Loss roster before the 10th duty day of the month. The rosters will be sent to the 9 MDG Workflow Manager box.

2.10.2. The MPS will load all outbound Active Duty Service Members to the virtual MPF so that all sponsors with dependents will be screened for special needs prior to PCS.

2.10.3. The MPS will ensure addition of EFMP office to the MPS' virtual out-processing checklist so the Family Member Relocation Clearance process can be completed prior to PCS of ADSMs with dependents enrolled in EFMP. Family Member Relocation Clearance shall be completed by the member No Later Than (NLT) 90 days prior to departure.

2.10.4. The MPS will ensure no sponsor with dependents is given orders to OCONUS without a AF Form 1466, *Request for Family Member's Medical and Education Clearance for Travel*, approving travel. MPF/CSS will ensure dependents that were not approved for travel are not listed as approved for travel at government expense.

## 2.11. 9 MDG/Workflow Manager

2.11.1. Upon receiving the Q-Code roster and Base Gains & Loss rosters from the MPS the 9 MDG Workflow Manager will transfer the files into the Base Gains & Loss + Q-Code Rosters folder using this path "O" drive – Restricted Access (FOUO-PA-PII) – BLSDM Products – Restricted (FOUO-PA) – MDG Staff Products - Base Gains & Loss + Q-Code Rosters. Once the reports are loaded the Workflow Manager will email the hyperlink to the newly loaded rosters to the following personnel only: Health Care Integrator (SGHH), EFMP Coordinator, Public Health Officer in Charge (OIC) & Noncommissioned Officer in Charge (NCOIC) and Mental Health OIC & NCOIC.

## 2.12. Commanders, First Sergeants, and Supervisors

2.12.1. Refer active duty sponsors to the EFMP-M office when medical and/or educational conditions exist that may warrant enrollment in EFMP. Ensures that all active duty sponsors comply with requirements to report to EFMP-M personnel any family members' special medical and educational conditions in order to support EFMP enrollment and assignment coordination functions.

2.12.2. Educate active duty members periodically about the requirements of DoDI 1315.19, Enclosure 4 that pertain to family member relocation as specified in AF policy, and of installation services available to family members with special needs.

### **3. Operating Procedures**

#### **3.1. Identification of Special Needs in Family Members of Active Duty Sponsors**

3.1.1. Upon Sponsor In-processing at the Wing Medical Right Start briefing.

3.1.2. In the course of routine medical care. All medical staff will refer family members to the EFMP-M office when conditions are identified that meet EFMP eligibility criteria as specified in DoDI 1315.19, Enclosure 4.

3.1.3. Upon notification of assignment action, Military Personnel Flight Outbound assignment staff will provide the sponsor with EFMP-M phone number for the sponsor to contact the EFMP-M office to start the Family Medical Clearance process.

#### **3.2. Removal from SNC**

3.2.1. The Q-code will remain in the sponsor's name until documentation is received by the SNC from a clinical provider or school personnel that indicates there are no longer special medical and/or educational needs to consider.

3.2.1.1. For a dependent enrolled due to medical condition(s), the sponsor will provide a new DD 2792 (in rare exceptions, a letter) completed by the specialty care provider indicating that specialty care is no longer required for the enrolled dependent.

3.2.1.2. Dependents enrolled that have special educational services will have a new request for Family Member's Medical and Education Clearance for Travel completed by school officials stating that the child no longer has an Individualized Educational Plan (IEP). If the child has graduated from high school, the sponsor or parent will provide a copy of the high school diploma.

3.2.1.3. Dependents enrolled that have Early Intervention Services will provide a new DD 2792-1 completed by Early Intervention Service staff stating the child no longer has an Individual Family Service Plan (IFSP) or is no longer eligible for services.

3.2.1.4. In the event of a divorce, death, or loss of dependency status, the sponsor will provide a copy of the divorce decree, death certificate (or announcement), or other documentation stating that the identified family member is no longer classified as a dependent.

3.2.2. ADSMs with dependents enrolled in EFMP, remain Q-coded even when the dependent does not live with the member; for example, in cases where the spouse or ex-spouse has full custody.

3.2.3. The SNC will review the paperwork provided to ensure that no additional medical/educational needs exist which meet DoDI criteria for enrollment. The SGH may be consulted for input. If a sponsor has more than one dependent with identified needs, only the dependent who no longer meets criteria will be dis-enrolled, and the Q-code will remain with the sponsor's name.

3.2.4. If criteria are not met for enrollment, the SNC or designee will dis-enroll the family member. In Q-base, the family member's information will be edited by stating that

the family member does not have any special needs. If there are no additional family members identified, the sponsor's case will be archived.

3.2.4.1. For families archived, the SNC will send a letter to the MPS requesting that the Q-code be removed. A copy will also be given to the sponsor. The SNC will document in Q-base the reason for closure. A case closure note will be completed by the SNC and placed in the archive file.

3.2.4.2. Archived files will be filed separately from open EFMP files. Hard copy files will be shredded after being scanned.

#### **4. Enrollment in EFMP.**

4.1. When a family member is identified for enrollment in EFMP, the provider will submit paperwork to the SNC. The sponsor and identified adult family member are to be notified of the required reporting and the referral. The referral source will complete a DD Form 2792 (medical) and/or DD Form 2792-1 (educational) on the referred family member. The SNC will contact the sponsor and adult family member for an enrollment appointment.

4.2. An EFMP folder will be created for each family. The folder will be labeled with the Active Duty Service Member's last name.

4.3. The EFMP file is created with sponsor and/or adult family member completing the Special Needs Identification and Assignment process form (AF Form 2523, *Special Needs Identification and Assignment Coordination Information Form*) and Privacy Act Statement (DD Form 2005, *Privacy Act Statement – Health Care Records*). Also included in the record as appropriate will be DD Form 2792 with copies of supporting medical documentation, DD Form 2792-1 with copies of supporting educational documentation specifying the condition, and the SNC's memorandum to AFPC or local MPF requesting the initiation of Assignment Limitation Code (ALC) "Q".

4.4. The SNC will compose a letter to the sponsor's Military Personnel Flight requesting the ACL be placed with the sponsor's name.

4.5. At the appointment, all family information will be entered in to Q-base. Contact with the family will also be documented in Q-base.

4.6. Upon request, copies of DD Form 2792 pertaining to minor dependents are provided to the sponsor, parent or legal guardian for use as needed. If mental health or substance abuse treatment is documented for a minor dependent aged 13 or older, written consent of the minor must be obtained prior to release of the DD Form 2792 to the sponsor, parent or legal guardian.

4.7. Upon request, copies of DD Form 2792 pertaining to adult dependents are only provided to the patient described on the DD Form 2792. The identified patient must provide written permission to release it to others outside the DoD healthcare network, including the sponsor.

4.8. DD Form 2792 and DD Form 2792-1 are not released to personnel agents or to other non-medical entities without express written consent by the patient of majority age or parent/legal guardian. They are protected as as are other identifiable health information documents within the medical health record.

**5. Maintenance of Documentation**

5.1. SN files are maintained in accordance with the Health Information Portability and Accountability Act (HIPAA) and are secured and locked.

5.2. SN folders are sent to the gaining base once the dependents have been approved for travel.

5.3. If a sponsor retires or separates, the hard copy file is scanned and the contents shredded. The scanned file is maintained IAW electronic record management (ERM) and deleted after two years.

PHIL A. STEWART, Colonel, USAF  
Commander, 9th Reconnaissance Wing

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

**AFI 40-701**, *Medical Support to Family Member Relocation and Exceptional Family Member Program (EFMP)*, 15 February 2012

**AFI 41-115**, *Authorized Health Care and Health Care Benefits in the Military Health Services System*,

**AFI 33-332**, *Privacy Act Program*, 5 Jun 2013

**DODI 1315.19**, *Authorizing Special Needs Family Members Travel Overseas at Government Expense*

#### *Prescribed Forms*

There are no forms prescribed in this instruction

#### *Adopted Forms*

**AF Form 847**, *Recommendation for Change of Publication*

**AF Form 4380**, *Air Force Special Needs Screener*

**AF Form 1466**, *Request for Family Member's Medical and Education Clearance for Travel*

**DD 2792-1**, *Special Education/Early Intervention Summary*

**DD Form 2792**, *Family Member Medical Summary*

**AF Form 2523**, *Special Needs Identification and Assignment Coordination Information Form*

**DD Form 2005**, *Privacy Act Statement – Health Care Records*

#### *Abbreviations and Acronyms*

**9 MDG/CC**—9th Medical Group Commander

**9 RW**—9th Reconnaissance Wing

**9 RW/CC**—Beale Air Force Commander

**9 RW/JA**—9th Reconnaissance Wing Staff Judge Advocate

**ADSM**—Active Duty Service Member

**AF**—Air Force

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**AOR**—Area of Responsibility

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction  
**EFMP**—Exceptional Family Member Program  
**EFMP**—M- Exceptional Family Member Program- Medical  
**EFMP**—FS- Exceptional Family Member Program-Family Support  
**ERM**—Electronic Record Management  
**FDI**—Facility Determination Inquiry  
**FMRC**—Family Member Relocation Clearance  
**FMRCC**—Family Member Relocation Clearance Coordinators  
**HIPAA**—Health Information Portability and Accountability Act  
**IAW**—In Accordance With  
**IFSP**—Individual Family Service Plan  
**MDG**—Medical Group  
**MPS**—Military Personnel Section  
**NCOIC**—Noncommissioned Officer in Charge  
**NLT**—No Later Than  
**OIC**—Officer in Charge  
**OPR**—Office of Primary Responsibility  
**PAS**—Privacy Act Statement  
**PCS**—Permanent Change of Station  
**RDS**—Records Disposition Schedule  
**SGH**—Chief of the Medical Staff  
**SGHH**—Health Care Integrator  
**SNC**—Special Needs Coordinator  
**SNIAC**—Special Needs Identification and Assignment Coordination

*Terms*

**Office of Primary Responsibility**— The 9 MDG/SGH office is the overall OPR for this OI