

**BY ORDER OF THE COMMANDER  
DAVIS-MONTHAN AIR FORCE BASE**



**AIR FORCE INSTRUCTION 40-701  
DAVIS-MONTHAN AIR FORCE BASE  
Supplement**

**25 JANUARY 2016**

**Medical Command**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-publishing.af.mil/](http://www.e-publishing.af.mil/).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 355 MDG/SGHM

Certified by: 355 MDG/CC  
(Col Mark A. Nassir)

Supersedes: DAVIS-MONTHAN AIR  
FORCE BASE AFI40-701  
Supplement 1 APRIL 2014

Pages: 6

---

AFI 40-701, *Medical Support to Family Member Relocation and Exceptional Family Member Program (EFMP)* 19 November 2014, is supplemented as follows: This supplement applies to all Davis-Monthan AFB supported units. This supplement implements and extends the guidance of Air Force Instruction 40-701, 19 November 2014. The purpose of this supplement is to describe the procedures for providing medical support to family member relocation and Exceptional Family Member Program-Medical (EFMP-M) to support the Wing and personnel assigned/attached. This supplement outlines procedures for processing travel clearances for family members of active duty personnel who are making a Permanent Change of Station (PCS) to an overseas location as well as families who PCS to a Contiguous United States (CONUS) assignment who have been identified as having special needs. It also applies to Department of Defense civilian employees with regard to seeking information about availability of services overseas for family members with special needs. It does not apply to Air National Guard members and traditional Air Force Reserve Component members. This supplement establishes guidelines for the purpose of identifying family members with special needs and to identify the availability of medical and educational services required for family members prior to reassignment.

As per guidance in AFI 40-701 this supplement requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974 and the Health Insurance Portability & Accountability Act of 1996.

Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required.

Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Report Control Numbers IAW AFI 33-324.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed.

**2.10.1.1.** As requested, the EFMP-M office will provide training to 355th Force Support Squadron's (FSS) Career Development personnel that process assignments.

2.10.1.2. **(Added)** The Career Development Section will direct members to the 355 MDG EFMP-M office for assistance when applying for Exceptional Family Member Program Reassignment/Deferment.

2.10.4.1. **(Added)** Sponsors will be directed to the EFMP-M office in the 355 MDG.

2.10.4.2. **(Added)** The EFMP-M office is included on the base virtual out-processing checklist. All Family Member Relocation Clearance Coordinators (FMRCC) and Special Needs Coordinators (SNCs) will have access to the names of active duty members with pending assignment actions.

2.10.4.3. **(Added)** The FSS will scan and e-mail any positive responses on Air Force (AF) Form 4380 to the EFMP-M office as soon as possible in order to avoid any delays to assignment processing.

2.10.6.1. **(Added)** The FSS will inform all in-processing Active Duty (AD) members of the Medical Right Start (MRS) time and date. AF Form 4380 will be completed at MRS and forwarded to the SNC for review. The FSS will also forward a current Q-code list to the FMRCC monthly.

2.11.1.1. **(Added)** The Civilian Personnel Office will direct civilian personnel to the EFMP-M office in the 355 MDG.

2.12.5. **(Added)** Ensures those who process assignments are trained in Family Member Relocation Clearance (FMRC) processes for both CONUS and Outside Contiguous United States (OCONUS) travel. Ensures applicants are informed that failure to participate in the screening process precludes government-sponsored travel of family members to OCONUS locations.

2.12.5.1. **(Added)** School Liaison Officer (SLO)

2.12.5.1.1. **(Added)** Families with concerns regarding educational issues will be referred to the Davis-Monthan SLO.

2.12.5.1.2. **(Added)** If the SLO becomes aware of a family with an Individual Education Program and/or Individual Family Service Plan, the family will be referred to the EFMP-M office if they are not enrolled in EFMP.

2.12.6. **(Added)** Ensures all outbound active duty sponsors, to include those at Geographically Separated Units (GSUs), are referred to the 355 MDG/EFMP-M for screening of family members prior to the issuance of orders for PCS relocation, using DoDI 1315.19, Enclosure 4, as a guiding reference.

2.12.7. **(Added)** Ensures all active duty will receive notification via Virtual MPF (vMPF) to initiate the family member/special needs review through the 355th MDG/EFMP-M to obtain orders in a timely manner. This should occur upon notification of assignment.

2.12.8. **(Added)** All PCSing members must complete AF Form 4380, *Air Force Special Needs Screener*. If special needs are present, the service member completes the following steps upon receipt of the FMRC documentation from 355 MDG EFMP-M Office:

2.12.8.1. **(Added)** Takes the DD Form 2792-1, *Exceptional Family Member Special Education/Early Intervention Summary*, to the school(s) of any school age dependents and have authorized school personnel completed the paperwork.

2.13.3. **(Added)** Monthly briefings will occur for “Base Newcomers” orientation and for base out-processing “Smooth Move.”

2.14.2.2.1. **(Added)** Referrals can be made by MTF personnel, self-referral, school personnel and command. When a need is identified, contact will be made with the SNC for enrollment determination.

2.14.2.9. **(Added)** Notification to the MTF/CC and Surgeon General of Hospital (SGH) will be made by the SNC.

2.15.2.1. **(Added)** When MTF staff are made aware that a family member that was not cleared for travel has arrived to Davis-Monthan, notification is made to the SNC.

2.15.2.2. **(Added)** Training for MTF staff is conducted during in-processing and annually in SWANK.

2.15.3.1. **(Added)** FMRC interviews with the Medical Review Officer (MRO), SNC and FMRCC are conducted weekly, unless extenuating circumstances are incurred.

2.16.1.2.4. 1 **(Added)** The FMRCC will compare the FSS monthly Assignment Limitation Code Q (ALC-Q) roster with the list of Davis-Monthan Special Needs (SN) files.

2.16.6.1.1. **(Added)** Along with the FMRCC reviews all AF Form 4380s received from 355 FSS. All positive responses will initiate a contact to the sponsor in order to determine enrollment or Facility Determination Inquiry (FDI) necessity.

2.17.6.1. **(Added)** An Assignment Limitation Code (ALC) memorandum for record is sent to the Career Development organizational email account.

2.17.8. 1 **(Added)** The SNC is able to assist the sponsor in navigating the EFMP reassignment process. However, only the sponsor can initiate the request. If a sponsor declares non-recommended family members will travel to the gaining location, the SNC will notify the gaining SNC, the losing SGH and MTF/CC.

3.1.2. All sponsors with dependents will complete AF Form 4380 at 355 MDG Medical Right Start.

3.2.7.1.2.1. **(Added)** The SNC or designee will contact the EFMP-FS and/or the Airmen & Family Readiness Services flight regarding availability of services.

3.4.2.2.1. **(Added)** If the sponsor's EFMP-M office has not initiated the FMRC paperwork, the EFMP-M office will contact the sponsor's assigned EFMP-M office to ensure coordination of the process.

3.4.3.2.1. **(Added)** all family members requesting government sponsored OCONUS assignments shall be present for FMRC appointment. If traveling CONUS, only those family members with special medical or educational needs are required to attend.

3.4.3.4.2.1. **(Added)** OCONUS Assignments only. Schedules a dental examination for any family member ages 2 and above that is enrolled in EFMP that has not been seen in the last 12 months and have the AF Form 1466D completed at this appointment. The service member must have this documentation completed prior to the FMRC screening appointment.

3.4.3.4.3.2. **(Added)** Will ensure paperwork is filled out by the primary care provider who is most familiar with the identified family member's care. When care is received off-base, family members will make every attempt to have the appropriate paperwork completed by the civilian provider.

3.6.2.2.1. **(Added)** When an FDI for a family has identified a requirement for modified housing; the EFMP-M office will contact the Family Housing Office in order to identify availability. The FMRCC or SNC will document the response on the FDI coversheet.

JAMES P. MEGER, Colonel, USAF  
Commander, 355th Fighter Wing

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

AFI 40-701, *Medical Support to Family Member Relocation and Exceptional Family Member Program (EFMP)*, 19 November 2014.

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013

AFI 36-2110, *Assignments*, 16 July 2015

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

***Adopted Forms***

AF Form 4380, *Air Force Special Needs Screener*

DD Form 2792-1, *Exceptional Family Member Special Education/Early Intervention Summary*

***Abbreviations and Acronyms***

**AD**—Active Duty

**AF**—Air Force

**AFMAN**—Air Force Manual

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

**ALC**—Assignment Limitation Code

**ALC—Q** - Assignment Limitation Code Q

**CONUS**—Contiguous United States

**EFMP**—Exceptional Family Member Program

**EFMP—M** - Exceptional Family Member Program-Medical

**FDI**—Facility Determination Inquiry

**FMRC**—Family Member Relocation Clearance

**FMRCC**—Family Member Relocation Clearance Coordinator

**FSS**—Force Support Squadron

**GSU**—Geographically Separated Units

**IAW**—In Accordance With

**MDG**—Medical Group

**MRO**—Medical Review Officer

**MRS**—Medical Right Start

**MTF**—Military Treatment Facility

**OCONUS**—Outside Contiguous United States

**PA**—Privacy Act

**PCS**—Permanent Change of Station

**RDS**—Records Disposition Schedule

**SGH**—Surgeon General of Hospital

**SLO**—School Liaison Officer

**SN**—Special Needs

**SNC**—Special Needs Coordinator

**vMPF**—Virtual MPF