

**BY ORDER OF THE COMMANDER
GRAND FORKS AIR FORCE BASE**

**GRAND FORKS AIR FORCE BASE
INSTRUCTION 40-701**



1 DECEMBER 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.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 319 MDSS/SGST

Certified by: 319 MDG/CC
(Col Terri Bailey)

Pages: 14

This instruction applies to all personnel assigned to Grand Forks Air Force Base. This instruction implements and broadens the guidance of Air Force Instruction 40-701, 15 February 2012. The purpose of this instruction is to describe the procedures for managing the Family Member Relocation and Exceptional Family Member Program (EFMP) process to support the Wing and personnel assigned/attached. This instruction outlines procedures for processing travel clearances for active duty Air Force personnel and their family members who are making a Permanent Change of Station (PCS) to an overseas location as well as families who PCS to a stateside assignment that are identified as having Special Needs. This instruction 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 instruction requires the handling of documents protected by the Privacy Act of 1974 and the Health Insurance Portability & Accountability Act of 1966. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommend changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847,

Recommendation for Change of Publication; route Forms 847 from the field through the appropriate functional chain of command.

1. General: IAW AFI 40-701, *Medical Support to Family Member Relocation and Exceptional Family Member Program (EFMP)*, all Active Duty (AD) sponsors of family members with a special medical/educational need are mandated to enroll their family members in the EFMP-M program.

The EFMP-M program identifies family members with special medical and/or educational needs and assures the provision of necessary Medically Related Services (MRS) and/or Special Education Services (SES). The EFMP-M program establishes the guidelines for identifying, enrolling, assessing their needs and assuring provision and/or coordination of necessary services within the local area and prior to a Permanent Change of Station (PCS).

1.1. EFMP-M program provides guidelines on medical and educational clearances of family members of active duty members who are relocating within the Continental United States (CONUS) and Outside the Continental United States (OCONUS).

1.2. The purpose of this screening is to prevent undue expense to the Air Force, such as early PCS to CONUS, an early return of family members, lost duty time for the sponsor or undue hardship for the sponsor and/or family members when moving into the overseas environment, or on special duty assignment where medical and educational services are not adequate to meet the needs of the family members.

2. Responsibilities:

2.1. The Installation Commander.

2.1.1. Ensures that all active duty sponsors comply with requirements to report to EFMP personnel any family members' special medical and educational conditions in order to support EFMP enrollment and assignment coordination functions.

2.1.2. Ensures inter-agency, base-wide outreach and support activities to military personnel regarding the identification of special needs in family members and referrals for needed services.

2.2. Military Personnel Section (MPS)

2.2.1. Ensures MPS staff members receive training on EFMP and responsibilities that support the EFMP process to assist sponsors with family members with special medical or educational needs. Ensures those who process assignments are trained in Family Member Relocation Clearance (FMRC) processes for both CONUS and OCONUS travel.

2.2.2. Ensures the establishment of Assignment Limitation Code "Q" for each identified sponsor at the request of the Special Needs Coordinator (SNC).

2.2.3. Ensures all outbound AD sponsors, to include Geographically Separated Units (GSU), are referred to the FMRC Coordinator (FMRCC) for screening of family members prior to the issuance of orders for PCS.

2.2.4. Initiates the review through the FMRCC immediately upon notification via vMPF, to ensure receipt of orders in a timely manner. This should occur no more than 6 months prior to scheduled PCS but no later than 3 months prior.

2.2.5. Ensures for families where the sponsor takes a remote assignment with a follow on assignment overseas, the family clearance will occur prior to orders of the follow-on assignment being published.

2.2.6. Ensures the FMRC process has been completed in its entirety for all personnel prior to issuance of orders.

2.2.7. Provides Q-Code roster to EFMP-Medical (EFMP-M) office monthly.

2.3. Civilian Personnel Flight, Gaining Human Resources Office (HRO).

2.3.1. Ensures all civilian personnel offered employment overseas are informed of FMRC process prior to travel with family members.

2.3.2. Provides the selectee with the AF Form 4380 and refers all with positive responses to the EFMP-M office for help with processing.

2.4. The Exceptional Family Member Support Coordinator.

2.4.1. Coordinates and manages EFMP Family Support (EFMP-FS).

2.4.2. Networks with installation EFMP-M to provide referral and support community resources.

2.4.3. Informs and educates EFMP families and leadership about EFMP, emphasizing available community support services.

2.4.4. Refers Airmen and family members to EFMP-M for screening and enrollment.

2.4.5. Markets and publicizes EFMP program to increase enrollment.

2.4.6. Manages, coordinates and facilitates EFMP events, i.e. camps, funfests, and support groups.

2.4.7. Refers Airmen and family members to support services and advocacy assistance.

2.4.8. Provides a continuum of care to facilitate a seamless transition from installation to installation.

2.5. Medical Treatment Facility Commander (MTF/CC).

2.5.1. Ensures all family members of AD personnel have access to appropriate medical services based on evaluation of each family member's medical condition.

2.5.2. Ensures sufficient administrative and clinical expertise are applied to support the EFMP functions of identification of special needs, registration of family members who meet EFMP enrollment criteria, and the FMRC coordination process.

2.5.3. Appoints the Special Needs Coordinator (SNC), Medical Review Officer (MRO), FMRCC and all alternates in writing.

2.5.4. Supports the Installation Commander and Squadron Commanders as needed in developing training initiatives that educate base personnel on the EFMP process, provisions of DoDI 1315.19, and the FMRC process.

2.5.5. Advises AD members' Squadron Commanders of situations in which the AD members have circumvented the FMRC process after advisement that medical and educational services were not available at the gaining base.

2.6. Chief of the Medical Staff.

- 2.6.1. Maintains overall responsibility for the clinical quality and program integrity of the EFMP-M process.
- 2.6.2. Ensures all providers receive initial and annual training.
- 2.6.3. Manages the face-to-face clearance reviews conjointly with the SNC and family members.

2.7. Special Needs Coordinator.

- 2.7.1. Provides oversight for the EFMP-M program.
- 2.7.2. Oversees the FMRC process, coordinates with the FMRCC on timely completion of any Facility Determination Inquiry (FDI).
- 2.7.3. Conducts FMRC medical screening interviews conjointly with SGH and FMRCC.
- 2.7.4. In collaboration with the FMRCC, coordinates with the MPS to be added to already mandatory briefings for all AD members to capture all in/out processing personnel. Medical Right Start is conducted every Tuesday in the MTF.
- 2.7.5. In collaboration with the FMRCC, coordinates with the MPS on the addition and deletion of Q-Codes.
- 2.7.6. Conducts and coordinates training for all 319 MDG personnel on an annual basis.
- 2.7.7. Provides information to base agencies on the mandatory identification requirements of sponsors who have dependents with special needs.
- 2.7.8. Provides data and information in support of training and briefing development to Squadron Commanders and First Sergeants.
- 2.7.9. In collaboration with the Medical Management Team, facilitates a warm hand off to the gaining base for patients with multiple/severe medical needs or who need case management coordination.

2.8. Family Member Relocation Clearance Coordinator.

- 2.8.1. The FRMCCs are assigned from the TRICARE Operations and Patient Administration Flight (TOPA), but functionally aligned under the SNC, Medical Management and SGH.
- 2.8.2. Conducts EFMP briefings and distributes forms for EFMP determination at mandatory base in/out processing briefings.
- 2.8.3. Maintains required FDI files, logs and records that implement FMRC process and function.
- 2.8.4. Receives inquiries from base personnel and advises as needed on the FMRC process.

2.9. Commanders, First Sergeants and Supervisors.

- 2.9.1. Proactively identify AD families who may have special needs IAW DoDI 1315.19, enclosure 4, and inform them of the EFMP-M process.

2.9.2. Refer to AFI 40-701, para 2.22. for additional information on Commanders, First Sergeants and Supervisors' responsibilities.

2.10. Active Duty Members.

2.10.1. Every active duty AF sponsor will comply with the EFMP-M procedures.

2.10.2. Ensures FMRC related paperwork for all family members is completed and returned to the EFMP-M staff in a timely manner.

3. ENROLLMENT PROCEDURES:

3.1. Participation in EFMP-M is mandatory for all AD members who meet the requirements of DoDI 1315.19, enclosure 4 (see attachment 2).

3.2. For families who are identified with special needs, the FMRCC will initiate enrollment and coordinate with SNC for final determination.

3.2.1. If EFMP-M enrollment is indicated, the FMRCC will open a EMFP-M record that will contain all enrollment paperwork and any additional information from specialty care provider(s). The FMRCC will then enter the sponsor and family information into Q-base located at www.afspecialneeds.org.

3.2.2. FMRCC will email a Q-Code letter to the MPS to ensure inclusion into sponsors personnel file.

3.2.3. The SNC will assist with referrals to other medical clinics and base/civilian agencies to enhance services to family members with special needs.

4. EFMP REASSIGNMENT/DEFERMENTS:

4.1. EFMP-M reassignments/deferments are made at the sponsor's request only. The sponsor must apply through vMPF and have all required EFMP-M documentation updated by the family member's provider. The SNC and FMRCC will assist the sponsor in compiling appropriate medical and/or educational documentation.

4.2. The SNC will complete a letter describing the availability of medical/educational resources for use by AFPC in making reassignment and deferment determinations.

5. FMRC PROCESS:

5.1. For all members PCSing OCONUS and members PCSing CONUS with special needs family members, the FMRC will issue the following forms via email and/or in person to the AD member or spouse (if applicable).

5.1.1. DD Form 2792, *Exceptional Family Member Medical Summary*.

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

5.1.3. AF Form 1466D, *Dental Health Summary*.

5.2. Once all forms are completed, the AD member or spouse returns them to the FMRCC for review and to schedule the medical clearance interview.

5.3. If during the interview it is determined that specialized services are required for family members, the FMRCC will send the package to the gaining base for travel recommendation.

5.4. If during the interview it is determined that no specialized services are required for family members, the SGH may approve travel and the FMRCC will forward the AF Form 1466 to the MPS for processing.

6. PROGRAM MAINTENANCE:

6.1. Quarterly case reviews will be conducted by the review panel on newly enrolled families, complex cases, and cases with unmet needs.

6.1.1. Quarterly case review panel includes FMRCC, SNC, EFMP-FS and Primary Care Manager. Panel can include other members as needed and/or appropriate.

6.1.2. Cases with unmet needs will be determined during annual reviews by FMRCC and referred to SNC for follow-up.

6.2. Case Transfer and Case Closure:

6.2.1. When PCS or reassignment of sponsor occurs, the FMRCC will transfer the electronic Q-base file and mail the EFMP-M record to the gaining EFMP-M office upon sponsor's departure of the installation.

6.2.2. Cases are closed when the special need no longer exists, when the family is no longer eligible for care, when the person with the special needs no longer qualifies for services or the AD member separates or retires.

6.2.2.1. Upon closure, a Q code termination letter will be generated by FMRCC, signed by SNC and forwarded to the MPS.

6.2.2.2. The EFMP-M record will be closed and held on file for 2 years.

PAUL E. BAUMAN, Colonel, USAF
Commander, 319th Air Base Wing

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

AFI 36-2110, Assignments, 22 September 2009

AFI 40-301, *Family Advocacy*, 30 November 2009

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

DODI 1315.19, *Authorizing Special Needs Family Members Travel Overseas at Government Expense*, 20 December 2005

Prescribed and Adopted Forms

There are no forms prescribed by this publication.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AD—Active Duty

AFPC—Air Force Personnel Center

EFMP—Exceptional Family Member Program

FDI—Facility Determination Inquiry

FMRC—Family Member Relocation Clearance

FMRCC—Family Member Relocation Clearance Coordinator

FSS—Force Support Squadron

GSU—Geographically Separated Unit

HRO—Human Resource Office

IAW—In Accordance With

vMPF—Virtual Military Personnel Flight

MDG—Medical Group

MTF—Military Treatment Facility

PCM—Primary Care Manager

RDS—Record Disposition Schedule

SGH—Medical Chief of Staff

SNC—Special Needs Coordinator

Terms

AUTHENTICATION—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

CONUS—Continental United States

FACILITY DETERMINATION INQUIRY (FDI)—Completed AF Form 1466, AF Form 1466D, DD Form 2792, and DD Form 2792-1 make up the package that is forwarded to projected bases describing specialized medical and/or educational needs of family members.

FAMILY MEMBER RELOCATION CLEARANCE (FMRC) COORDINATOR—Any active duty enlisted medical AFSC, or civilian equivalent, within the Military Treatment Facility (MTF), appointed to ensure the sponsor has completed the required forms prior to FMRC screening appointment.

FAMILY MEMBER RELOCATION CLEARANCE (FMRC) PROCESS—A mandatory process for all family members traveling overseas (OCONUS) with their sponsor and for those identified as having special needs, traveling to a stateside (CONUS) base.

FAMILY MEMBER RELOCATION CLEARANCE (FMRC) MEDICAL REVIEWER—The MTF appointed medical provider who interviews families for the FMRC process.

FAMILY MEMBER RELOCATION CLEARANCE (FMRC) SCREENING APPOINTMENT—A joint meeting involving the SNC and the FMRC Medical Reviewer where they interview appropriate family member(s) for the FMRC process.

INDIVIDUALIZED EDUCATION PLAN (IEP)—A written education service plan statement for a child with special educational needs, developed by the Case Study Committee and implemented according to Public Law.

OCONUS—Outside the Continental United States

Q-CODE—An assignment limitation code to indicate an Air Force member has a family member with a special need which must be considered in the assignment process. It is initiated by the local SNC; the code is put into the system by the local Military Personnel Section (MPS) staff. Q-coded personnel always require verification of availability of services for their family members at the gaining location during the reassignment process. The Q-code remains in effect as long as the special need exists, the family is eligible for care, and the sponsor is active duty. When two parents of a special needs child are active duty and one retires, the sponsor still on AD must receive the Q-code designation.

SPECIAL NEEDS COORDINATOR (SNC)—A clinical officer (BSC, NC, DC or civilian equivalent) appointed by the MTF who establishes procedures for the identification of sponsors with family members with special needs, monitors initiation and deletion of Q-Codes, coordinates with the MPS on the Special Needs Screener, and oversees the FMRC process. In addition, the SNC refers active duty service members to the MPS for information on the EFMP reassignment and deferment process, IAW AFI 36-2110.

Attachment 2**DODI 135.19 DOD CRITERIA FOR A FAMILY MEMBER WITH SPECIAL NEEDS****A2.1. SPECIAL MEDICAL NEEDS:**

A2.1.1. Family members of active duty Service members and civilian employees appointed to an overseas position who meets one or more of the following criteria shall be identified as a family member with special medical needs:

A2.1.1.1. Potentially life-threatening conditions and/or chronic medical/physical conditions (such as high-risk newborns, patients with a diagnosis of cancer within the last 5 years, sickle cell disease, insulin-dependent diabetes) requiring follow-up support more than once a year or specialty care.

A2.1.1.2. Current and chronic (duration of 6 months or longer) mental health condition (such as bi-polar, conduct, major affective, or thought/personality disorders); inpatient or intensive outpatient mental health service within the last 5 years; intensive (greater than one visit monthly for more than 6 months) mental health services required at the present time. This includes medical care from any provider, including a primary health care provider.

A2.1.1.3. A diagnosis of asthma or other respiratory-related diagnosis with chronic recurring wheezing which meets one of the following criteria:

A2.1.1.3.1. Scheduled use of inhaled anti-inflammatory agents and/or bronchodilators.

A2.1.1.3.2. History of emergency room use or clinic visits for acute asthma exacerbations within the last year.

A2.1.1.3.3. History of one or more hospitalizations for asthma within the past 5 years.

A2.1.1.3.4. History of intensive care unit admissions for asthma within the past 5 years.

A2.1.1.4. A diagnosis of attention deficit disorder/attention deficit hyperactivity disorder that meets one of the following criteria:

A2.1.1.4.1. A co-morbid psychological diagnosis.

A2.1.1.4.2. Requires multiple medications, psycho-pharmaceuticals (other than stimulants) or does not respond to normal doses of medication.

A2.1.1.4.3. Requires management and treatment by mental health provider (e.g., Psychiatrist, Psychologist, Social Worker).

A2.1.1.4.4. Requires specialty consultant, other than a family practice physician or general medical officer, more than twice a year on a chronic basis.

A2.1.1.4.5. Requires modifications of the educational curriculum or the use of behavioral management staff.

A2.1.1.5. Requires adaptive equipment (such as an apnea home monitor, home nebulizer, wheelchair, splints, braces, orthotics, hearing aids, home oxygen therapy, home ventilator, etc.)

A2.1.1.6. Requires assistive technology devices (such as communication devices) or services.

A2.1.1.7. Requires environmental/architectural considerations (such as limited numbers of steps, wheelchair accessibility/housing modifications and air conditioning).

A2.2. SPECIAL EDUCATIONAL NEEDS. Family members of active duty service members and civilian employees appointed to an overseas position shall be identified as a family member with special educational needs and eligible for EIS or special education or if they meet one of the following criteria:

A2.2.1. Has or requires an IFSP.

A2.2.2. Has or requires an IEP.

Attachment 3

AIR FORCE SPECIAL NEEDS SCREENER FORM

This document may contain information covered under the Privacy Act, 5 USC 552(a), and/or the Health Insurance Portability and Accountability Act (PL 104-191) and its various implementing regulations and must be protected in accordance with those provisions. Healthcare information is personal and sensitive and must be treated accordingly. If this correspondence contains healthcare information it is being provided to you after appropriate authorization from the patient or under circumstances that don't require patient authorization. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Re-disclosure without additional patient consent, or as permitted by law, is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanction.

Figure A3.1. Air Force Special Needs Screener Form.

AIR FORCE SPECIAL NEEDS SCREENER <i>(Completed by all Sponsors with Family Members)</i>		
<p>AUTHORITY: 10 U.S. 55, 10 U.S.C. 9013 and E.O. 9387 (SSN) PURPOSE(S): Used to document, plan, and coordinate the health care of family members during relocation, determine eligibility and suitability for benefits for various programs, and compile statistical data. ROUTINE USE: Used to accumulate information for determining family member special needs. DISCLOSURE: Voluntary; however, failure to provide SSN or other requested information may delay screening of family member's suitability for relocation at government expense or delay issuance of PCS orders.</p>		
<p>TO: SPECIAL NEEDS COORDINATOR AND AIR FORCE PERSONNEL CENTER (AFPC) FROM: Air Force Family Member Special Needs Identification Screener The Air Force makes an effort to ensure specialized medical and educational services are available for all military family members. In order to help us do this, we need to know if any special medical and/or educational needs exist for your family members. You are required to complete this form as part of your relocation processing, if you have family members, whether they are living with you or not.</p>		
SPONSOR'S INFORMATION		
Sponsor's Name (Last, First, MI)	Rank	Social Security Number (SSN)
Current Unit and Duty Station	Duty Telephone Number	Home Telephone Number
Projected Installation For Relocation	Projected Departure Date	
SPONSOR'S FAMILY INFORMATION		
Please read and answer all questions. Indicate (X) the appropriate box. Thank you.		
1. Are you currently enrolled in any Service's Exceptional Family Member Program (EFMP)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, stop here.		
2. Do any of your children receive Special Education Services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Do any of your children receive Early Intervention Services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Do any of your children receive speech therapy, occupational therapy, physical therapy, or counseling services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Has any dependent member of your family been hospitalized for the same condition more than once?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Has any dependent member of your family been seen by a medical provider or mental health provider for the same condition more than six times in the last year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Do any of your family members have a chronic medical condition that requires at least annual evaluation or follow-up by a specialist (such as cardiology, internist, psychology, neurology, counseling, etc.)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Do any of your dependent family members have reactive airway disease or asthma?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES to any questions numbered 2 - 8, please contact the Special Needs Office at the Military Treatment Facility for assistance prior to pursuing any further relocation actions.		
I certify that this information is complete and accurate to the best of my knowledge. I understand that insufficient and/or inaccurate information may affect family member travel at government expense. I understand that making a knowing and willful false official statement can be punishable by fine or imprisonment. (See U.S. Code, Title 18, Section 1001; Title 10, Section 907; Article 107 UCMJ).		
Sponsor's Signature		Date

Attachment 4**FAMILY MEMBER RELOCATION CLEARANCE CHECKLIST**

The Family Member Relocation Clearance (FMRC) is a mandatory screening process for 1) all family members traveling overseas (OCONUS) with their sponsors and 2) for family members with special medical and educational needs traveling stateside (CONUS) with their sponsor. This process must be completed for your family members to be placed on your Permanent Change of Station (PCS) orders.

NOTE: All family members listed on the AF Form 1466 need to be PRESENT for the clearance no exceptions.

The checklist and information below should help the process go smoothly. Please keep in mind that collecting medical and educational documentation for this process can take time; therefore, the sponsor is advised to contact the FMRC Coordinator at the medical treatment facility (MTF) to initiate the clearance within **7** working days of the initial outbound appointment. All forms listed below may be reproduced. Forms are available from the FMRC Coordinator or by downloading from the following websites: <http://www.afspecialneeds.org> or <http://www.epublishing.af.mil/forms/dodforms.asp>.

For your initial appointment with the FMRC Coordinator you will need the following materials:

___ **AF Form 4380. AF Special Needs Screener.** To be completed by all Active Duty with Family Members. **(turn in as soon as you have completed it)**

___ **AF Form 146600**, Request for Family Member's Medical and Education Clearance for Travel.

Sponsor must complete Sections I through IV. **(turn this in as soon as you have completed it)**

___ **AF Form 1466D0**, Dental Health Summary, must be completed for any family member over the age of 2 years, who has not had a dental examination in the last 12 months or who has any unresolved dental care needs (e.g., tooth pain, orthodontics, periodontal conditions, TMJ/TMD). To be completed and signed by the dental provider.

___ **DD Form 2792**, Exceptional Family Member Medical Summary, Page 1, Privacy Act Statement and Authorization for Disclosure of Medical Information, must be completed by the sponsor, spouse, and majority age children to whom which it pertains. Review instructions for signing before completion of Demographic/Certification, (Page 2 of 7 Pages). Medical Summary w/Asthma and Mental Health Summary (Pages 3-8 of 8 Pages) must be completed by the medical provider who is actively seeing the patient for any **specialized medical needs and treatment**, (medical conditions requiring other than a general practitioner/general pediatrician, e.g., neurology, ophthalmology, cardiology, urology, asthma, mental health, counseling, group sessions, substance abuse, and Family Advocacy Program involvement etc.). This may require waiting until an appointment is available with the medical provider.

___ **Medical records** maintained in the MTF will be made available through the FMRC Coordinator. Medical records and documentation from civilian medical providers must be available (provided by sponsor, spouse, or majority age child) for all family members traveling with the sponsor prior to clearance interview.

Additional forms may be required at the FMRC Screening appointment with the medical provider. It is highly recommended that the sponsor/family obtain and complete all applicable forms prior to their appointment to help expedite the process. All forms may be reproduced. If your family member with special needs is receiving care currently, you can speed up the process by taking the DD Form 2792 to the medical specialist for completion prior to the Screening appointment. The summary forms for special medical needs are as follows:

_____ **DD Form 2792-1**, Exceptional Family Member Special Education/Early Intervention Summary, must be completed for all school-aged children with Individualized Education Plans (IEP) and children, birth to 3 years old, with an Individualized Family Service Plan (IFSP). Sponsor or spouse completes Demographics, Items 1-7, and (Page 2 of 3 Pages). On DD Form 2792-1, (Page 3 of 3 Pages), Items 1 and 2 are completed by parents, while the Items 3 - 6, are completed by school or early intervention staff. When the child is home schooled, the parent must complete DD Form 2792-1, with verification from the school that no special education services are being provided. This can be accomplished by a letter/memo from the school or by co-signatures of the school representative and parent on the DD Form 2792-1.

NOTE: DD 2792-1 will be completed for every school age child traveling overseas (OCONUS) with their sponsors no exception.

Take the above documentation to the FMRC Coordinator for review. The FMRC Screening appointment will then be scheduled.

At the FMRC Screening appointment, the sponsor and all family members will meet with the FMRC medical provider and the Special Needs Coordinator (SNC). During the appointment period, a family member may request individual time with the FMRC medical provider and SNC. If special medical and educational needs exist a Facility Determination Inquiry (FDI) package will be established. It may be necessary for the family to provide additional documentation following this appointment. Providing requested information as soon as possible will speed up the process.

NOTE: A recommendation for family member travel from the gaining base will take a minimum of 2 weeks to process from the time of the appointment. Additional information may be requested by the gaining SGH.

INSTRUCTIONS FOR REMOTE, UNACCOMPANIED, AND FOLLOW-ON ASSIGNMENTS:

For families where the sponsor takes a remote assignment with a follow-on assignment, an initial FMRC Screening appointment will be conducted for family member travel to the follow-on location prior to orders for the remote assignment being published. Sponsors must complete another FMRC Screening appointment for their family members 6 months prior to the follow-on assignment. Sponsors and family members must notify the FMRC Coordinator or Special Needs Coordinator of any new special medical and/or educational needs that arise within 6 months of travel.

The FMRC Coordinator at the base where the sponsor is assigned (remote/unaccompanied) is responsible for coordinating, tracking, and completing the FMRC process. When the sponsor is on a remote or unaccompanied assignment, the MTF where the family resides will accomplish the screening appointment and forward the documentation to the sponsor's MTF FMRC Coordinator.

If special needs are identified and an FDI is required, the FMRC Coordinator where the family resides will provide the completed FDI package to the sponsor's FMRC Coordinator at the remote/unaccompanied assignment. The sponsor's FMRC Coordinator will coordinate with the sponsor's gaining MTF FMRC Coordinator to complete AF Form 1466, Section VII.

If the family does not live near a military MTF, the family physician completes AF Form 1466, Section V - Medical Provider Endorsement, and DD Form 2792 and all Addenda. (When separate physicians are needed for individual family members, complete AF Form 1466s on each family member). The school and/or early intervention program completes the DD Form 2792-1 for each child in special education, early intervention, or who is "home-schooled." Upon completion, the family sends the following to the sponsor: all applicable AF Forms 1466, AF Forms 1466D0, Dental Health Summary, DD Forms 2792 and Addenda, and DD Forms 2792-1. At the remote/unaccompanied assignment, the sponsor gives the FDI package to the FMRC Coordinator. The FDI package is sent to the gaining/follow-on FMRC Coordinator.

A recommendation for family member travel from the gaining/follow-on base will take a minimum of 2 weeks to process. Additional information may be requested by the gaining SGH.