

**BY ORDER OF THE COMMANDER
36TH WING**



AIR FORCE INSTRUCTION 40-701

**36TH WING
Supplement**

16 MAY 2019

Medical Command

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Kirk P. Winger)

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AFI 40-701, Medical Support to Family Member Relocation and Exceptional Family Member program (EFMP), 19 November 14, is supplemented as follows: This supplement establishes guidance for the Andersen Air Force Base (AAFB) process to identify special medical and educational service requirements of family members in support of Air Force (AF) active duty (AD) sponsor reassignment. This supplement applies to all assigned, attached, and tenant units on AAFB, and separate operating locations supported by AAFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s 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 (IAW) AFMAN 33-363, Management of Records, and disposed of IAW the AF Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

Commander's Intent. The intent of this supplement is for all Airmen, permanently assigned to the 36 WG or visiting Andersen Air Force Base, to be in compliance with current regulations and Air Force Instructions that provide exceptions. All installation, tenant, and visiting organizations are expected to comply with the intent of this document.

2.10.4.1. **(Added)** The 36 Military Personnel Section (MPS) will notify all outbound sponsors of initial assignment brief and provide the electronic link for the AF Form 4380, *Special Needs Screener*. All outbound sponsors will complete and deliver the AF Form 4380 to the EFMP-M office for review prior to receiving PCS orders.

2.10.7.1. **(Added)** The 36 MPS will not approve command sponsorship for dependents that have not gone through the EFMP-M clearance process. MPS staff will not approve command sponsorship for a dependent in which travel has not been recommended by the gaining Chief of Medical Staff (SGH). Questions about granting command sponsorship to a dependent when a non-recommendation has been made will be directed to the 36 MDG/SGH.

2.10.7.2. **(Added)** The 36 MPS will ensure sponsors applying for a tour extension, command sponsorship, Dependent Remain Overseas (DRO), or an In Place Consecutive Overseas Tour (IPCOT) are not issued new orders without going through the Family Member Relocation Clearance (FMRC) process.

2.10.7.3. **(Added)** The 36 MPS will add a “Medical Out-Processing/Family Member Screening” task to the virtual Military Personnel Flight (vMPF) checklist for each member who is PCSing. All Family Member Relocation Clearance Coordinators (FMRCCs), Special Needs Coordinators (SNCs), Medical Review Officers (MROs) and alternates will have administrative access to vMPF for actions related to the “Medical Out-Processing/Family Member Screening.”

2.14.2.9. **(Added)** The 36 MDG/CC, with the assistance of the 36 MDG/SGH and 36 MSG/CC, will ensure that command sponsorship requests for family members already on station without prior medical clearance are reviewed to determine service availability prior to the MPF granting command sponsorship.

2.16.6.1.1. **(Added)** The SNC ensures the letter for the initiation or deletion of Assignment Limitation Code (ALC) “Q” for AD AF members are written and submitted to the MPS. Copies of the authorization letters are maintained in the Special Needs file.

2.16.7.1. **(Added)** The SNC supports Civilian Personnel in developing training/education for Department of Defense (DoD) civilians accepting employment overseas regarding medical and/or educational services available to them.

2.20.5. **(Added)** Commanders, First Sergeants, and Supervisors ensure all members applying for a tour extension, command sponsorship, DRO, or an IPCOT are informed of the requirement to submit a request for family member medical clearance. Active duty members must be made aware that a non-recommendation based on service availability is possible. The MPS will make a decision based on the SGH’s determination of service availability for the family member’s required services.

3.1.2.3. **(Added)** The Health Care Integrator (HCI) or alternate will brief the EFMP-M process to incoming personnel at Right Start.

3.2.7.3.3. **(Added)** The SNC will email an ALC “Q” code addition letter to the MPS.

3.3.2.1. **(Added)** The SNC will email an ALC “Q” code removal letter to the MPS.

3.4.2.3. **(Added)** All “Q”-Coded sponsors selected for an unaccompanied assignment with an accompanied follow-on to either a CONUS or OCONUS, are required to complete the AF Form 4380 and the AF Form 1466, *Request for Family Member’s Medical and Education Clearance for Travel* form. The sponsor must contact the Andersen EFMP-M office as early as possible to begin the FMRC process.

3.4.3.2.1. **(Added)** It is the sponsor’s (or family member if he/she is of legal age) responsibility to coordinate with TRICARE, sister service MTFs, or civilian providers as necessary to obtain appropriate medical evaluation and medical records of family members for the FMRC process.

3.6.2.2.1. **(Added)** The SNC or FMRCC will forward the DD Form 2792-1, *Special Education/Early Intervention Summary* form, and the dependent’s Individualized Education Plan (IEP) from all incoming Facility Determination Inquiries (FDIs) to Department of Defense Educational Activity (DoDEA) Pacific for review and a response of service availability of specialized educational requirements when they are identified. For dependents under the age of three that require an Individualized Family Service Plan (IFSP) the SNC forwards DD 2792-1 and the IFSP to the Educational and Developmental Intervention Services (EDIS) for review and a response of service availability of Early Intervention Services.

3.6.2.5. **(Added)** The EFMP-M office will mark the “Medical Out-Processing/Family Member Screening” task in vMPF as complete once the FMRC process has been accomplished.

3.6.3.2.1.1. **(Added)** The FMRCC will forward page 5 of the AF Form 1466 and a stamped AF Form 4380 to the MPS and will provide a copy to the sponsor.

3.7.5. **(Added)** Command Sponsorship.

3.7.5.1. **(Added)** When a request for command sponsorship is made, the SNC will make the sponsor and family member(s) an appointment with the SGH or MRO to interview the family member being considered for command sponsorship. All necessary paperwork will be provided by the SNC.

3.7.5.2. **(Added)** In cases of positive travel recommendation/approval of continued command sponsorship for IPCOT or Date Eligible to Return from Overseas (DEROS) extension, the EFMP office will provide page 5 of AF Form 1466 and AF Form 4380 to MPS and to the sponsor.

GENTRY W. BOSWELL, Brig Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

36MDG/CC—36th Medical Group Commander
36WG—36th Wing
36WG/CC—36th Wing Commander
AAFB—Andersen Air Force Base
AD—Active Duty
AF—Air Force
ALC—Assignment Limitation Code
DEROS—Date Eligible to Return from Overseas
DoD—Department of Defense
DoDEA—Department of Defense Educational Activity
DRO—Dependent Remain Overseas
EDIS—Educational and Developmental Intervention Services
EFMP—Exceptional Family Member Program
FDI—Facility Determination Inquiry
FMRCC—Family Member Relocation Clearance Coordinator
HCI—Health Care Integrator
IAW—In Accordance With
IEP—Individual Education Plan
IFSP—Individualized Family Service Plan
IPCOT—In-Place Consecutive Overseas Tour
MPS—Military Personnel Section
MRO—Medical Review Officer
OPR—Office of Primary Responsibility
RDS—Records Disposition Schedule
SGH—Chief of Medical Staff
SNC—Special Needs Coordinator
vMPF—Virtual Military Personnel Flight