

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



AIR FORCE INSTRUCTION 40-701

**EGLIN AIR FORCE BASE
Supplement**

24 MAY 2018

Medical Command

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 40-701, 19 November 2014, is supplemented as follows:

This supplement applies to all units on Eglin Air Force Base (AFB). This supplement implements and extends the guidance of the Air Force Instruction (AFI) 40-701, *Medical Support to Family Member Relocation and Exceptional Family Member Program*. The purpose of this supplement is to establish unique procedures and policy for Eglin AFB and describe the responsibilities of Air Force personnel with regard to the Exceptional Family Member Program-Medical (EFMP-M) process. EFMP-M encompasses the medical and educational review functions that support accompanied military assignments. This supplement outlines the procedures for processing travel clearances for all active duty (AD) military dependents entitled to receive medical care at the 96th Medical Group (96 MDG) including those who are making a Permanent Change of Station (PCS) to an overseas location, as well as for families who PCS to a stateside assignment and are identified as having special needs (SN). This supplement establishes guidelines for identifying family members with special needs and identifying the availability of medical and educational services required for the family members prior to reassignment.

This instruction requires the collection and/or maintenance of information protected by the *Privacy Act of 1974* authorized by 10 United States Code (U.S.C) Chapter 55, *Medical and*

Dental Care, and Executive Order 9397, as amended by Executive Order 13478. The applicable system of records notices (SORN) F044 AF SG E, *Electronic Medical Record System*; F044 AF SG D, *Automated Medical/Dental Record System*; F044 AF SG R, *Reporting of Medical Conditions of Public Health and Military Significance*; F044 AF SG U, *Special Needs and Educational and Developmental Intervention Services (EDIS)* and F044 AF SG S, *Alcohol and Drug Abuse Prevention and Treatment Program* are available at <http://dpclld.defense.gov/>. 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*. 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).

SUMMARY OF CHANGES

This revision has been revised based upon the updated of AFI 40-701 and Air Force Medical Operations Agency (AFMOA) standards. It must be completely reviewed.

2. Roles And Responsibilities.

2.8. The Installation Commander.

2.8.4. **(Added)** Directs through the Integrated Delivery System (IDS)/Community Action Information Board (CAIB) 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.

2.9. The Staff Judge Advocate (SJA).

2.9.2. **(Added)** Provides legal advice regarding the establishment or revision of any Memorandum of Understanding or Memorandum of Agreement, as requested by the Special Needs Coordinator (SNC).

2.9.3. **(Added)** Advises commanders on investigatory, administrative and disciplinary actions related to EFMP and any required legal interpretations needed concerning limitations to government-provided benefits when notified by the MDG/CC of an alleged violation of the Family Member Relocation Clearance (FMRC) process.

2.10. Air Force Personnel Center (AFPC), Military Personnel Section (MPS), and the Commander's Support Staff (CSS).

2.10.8. **(Added)** Ensures all MPS staff members receive training on EFMP and support the enrollment process to assist sponsors with family members who have special medical and educational needs.

2.10.9. **(Added)** Provides EFMP-M with a monthly Q-code roster and the base gains and loss roster before the 10th duty day of each month. The rosters should be sent to the following limited access organizational e-mail box: eglin.efmpm@us.af.mil

2.10.10. **(Added)** Loads all outbound Regular AF members into the virtual out-processing (VOP) checklist so that all sponsors with dependents will be screened (using the AF Form 4380, *Special Needs Screener*) by the SNC for special needs prior to PCS.

2.10.11. **(Added)** Maintains the EFMP-M section on the MPS VOP checklist so the FMRC process can be completed prior to disposition of PCS orders for AD service members with dependents who are enrolled in EFMP.

2.10.12. **(Added)** Ensures no sponsor with dependents is given orders to an Outside the Continental United States (OCONUS) location without an AF Form 1466, *Request for Family Members Medical and Education Clearance for Travel*, sent directly from the 96 MDG EFMP-M office.

2.10.13. **(Added)** Queries AD sponsors who plan to marry or otherwise gain new dependents during PCS process with AF Form 4380, if within the Continental United States (CONUS), and AF Form 1466, if OCONUS, at the time of assignment notification. If special needs are identified, advise AD sponsor to complete the FMRC process prior to arriving at the new duty station with new dependents.

2.10.14. **(Added)** Ensures all Family Member Relocation Clearance Coordinators (FMRCC), Special Needs Coordinators (SNC) and alternates have access to the Virtual Military Personnel Flight (vMPF) for administrative actions related to the PCS of members as it relates to the FMRCs.

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

2.11.2.3. **(Added)** EFMP-M may assist OCONUS Government Service employees with package transmission upon request of the selectee to the gaining location. The selectee provides the reviewer (at the gaining location) with the contact information.

2.12. The Installation's Force Support Squadron Commander/Director.

2.12.5. **(Added)** Ensures children with delays or risks of delay are referred to the appropriate agency for further evaluation upon self-identification by AD members or their dependents.

2.12.6. **(Added)** Actively monitors accessibility and reasonable accommodations for SN family members to include considerations of barriers to buildings, privatized base housing, parking, transportation and other programs IAW existing legal requirements, as well as DoD and Air Force policy and directives.

2.13. The Exceptional Family Member Family Support Coordinator (EFMP-FS).

2.13.3. **(Added)** Assists families in contacting the SNC directly for all medical related information and processes to include enrollment, dis-enrollment and relocation during a PCS, deployment or restricted tour, in addition to the application process for EFMP or Humanitarian Reassignments and/or Deferments.

2.13.4. **(Added)** Works with the base recreational and club programs to provide nondiscriminatory inclusion with consideration given to family members with special medical and/or educational needs.

2.13.5. **(Added)** Participates in installation's IDS to identify and assist with community-level issues that impact the quality of life for families with special needs.

2.14. Military Treatment Facility Commander (MTF/CC).

2.14.2.9. **(Added)** Supports the distribution of EFMP-M educational material to IDS members, Commanders, First Sergeants and key agencies such as Child Development Center, Youth Center, School Age Care Program, Airman and Family Readiness Center, Family Member Housing Management.

2.14.2.10. **(Added)** Ensures the Military Treatment Facility (MTF) publishes operating instructions, such as a base supplement, which clarifies policies, responsibilities and procedures for all medical personnel who have roles in the EFMP-M process.

2.14.2.11. **(Added)** Ensures key medical staff are trained annually on the EFMP-M process to include the EFMP-M staff, providers, nurses, 4Ns, 4As, TRICARE case managers, Beneficiary Counseling and Assistance Coordinators (BCAC) and others as appropriate.

2.15. Chief of the Medical Staff (SGH).

2.15.1.2. **(Added)** Oversees all EFMP-M functions. If possible, the SGH ensures the SNC and the FMRCC are co-located with the Medical Management staff.

2.15.1.3. **(Added)** Monitors and provides oversight to MTF staff to identify, refer and, if needed, complete mandatory paperwork for family members of AD sponsors who may be eligible for EFMP-M and/or Extended Care Health Options (ECHO) or other health benefits to the TRICARE/Health Benefits Advisors.

2.15.1.4. **(Added)** Disposes inbound Facility Determination Inquiries (FDI) for “travel recommended” or “travel not recommended” to losing base.

2.16. Special Needs Coordinator (SNC).

2.16.1.1.1. **(Added)** Maintains familiarity with clinical conditions that require specialized care and maintains skills in interviewing families for the purposes of identifying special needs and coordinating needed care.

2.16.1.4. **(Added)** Reports to the SGH.

2.16.11. **(Added)** Provides training to medical staff, and consultation as needed, to support the implementation of EMFP-M base wide. Provider training and reference material will be provided to MTF personnel during trainee’s assumption of responsibilities, which normally occurs while in-processing with the SNC, or annually and as needed.

2.16.12. **(Added)** Screens both the AF Form 4380 and Armed Forces Health Longitudinal Technology Application (AHLTA), if needed for CONUS assignments and AHLTA or other medical documents for OCONUS assignments, for all dependents of AD service members, regardless of EFMP status, for eligibility criteria.

2.16.13. **(Added)** SNC will assist the sponsor in compiling appropriate medical/educational documentation for the EFMP Reassignment package upon request.

2.17. Family Member Relocation Clearance Coordinators (FMRCC) and alternates.

2.17.12. **(Added)** Assist families in determining the sources of required documentation based on location and types of medical, dental and educational services received by family members.

2.17.13. **(Added)** Track each clearance from start to finish by checking the status and ensuring documentation of the recommendation for travel, to include transferring and maintaining incoming and outgoing SN files.

2.17.14. **(Added)** Review the SN file for completeness and contact family to update demographic information and needs either when the EFMP sponsor arrives at EGLIN AFB or annually.

2.18. Medical Review Officer (MRO).

2.18.1.4.1. **(Added)** Support the outbound FMRC process and assist the SNC by reviewing all family members' medical records for completeness to include appropriate AF/DD forms, notes from medical providers and reports from specialty care clinics.

2.18.1.4.2. **(Added)** Attend EFMP FMRC when requested of AD family members who plan to travel OCONUS and all identified special needs family members for CONUS travel.

2.18.1.5.1. **(Added)** When requested by SNC, review inbound FDIs, to include AF/DD forms and related AHLTA notes, and provide feedback to assist the final SGH determination of "travel recommended" or "travel not recommended".

2.18.1.7. **(Added)** Contact providers at losing base for cases that require more clarification.

2.18.1.8. **(Added)** Enlist the help of the SNC or Eglin's Mental Health Clinic to contact the mental health provider currently providing treatment for mental health cases that require more clarification.

2.19. Other Military Treatment Facility Flight/Element Responsibilities.

2.19.7. **(Added)** Medical/ Clinical Providers.

2.19.7.1. **(Added)** Review incoming FDI packages, when requested, for the needs of AD military sponsor's family members and provide input to SNC and SGH regarding service availability, as needed.

2.19.7.2. **(Added)** Consult with SNC when non-EFMP dependents are suspected of meeting enrollment criteria prior to PCS and complete a DD Form 2792, *Family Member Medical Summary*, for review.

2.20. Commanders, First Sergeants and Supervisors.

2.20.5. **(Added)** Participate in training regarding EFMP-M family member identification, criteria for enrollment and roles/responsibilities of EFMP-M team (SNC, MRO and FMRCC).

2.21. **(Added)** AD Member.

2.21.1. **(Added)** Complies with EFMP-M procedures and FDI recommendations.

2.21.2. **(Added)** All incoming members will complete a medical in-processing screening form during 96 MDG Base Newcomers briefing to screen/identify current SN and/or EFMP family members

2.21.3. **(Added)** Notifies the installation SNC as soon as one or more family members are identified with special medical and/or educational needs. All sponsors previously identified for EFMP who identify additional family members with special needs must notify the SNC.

2.21.4. **(Added)** Complies with the SN identification and documentation processes to include any needed FMRC screening prior to PCS travel. Must inform the SNC of any changes to a family member's health status between the start of the FMRC process and the initiation of any recommended travel.

2.21.5. **(Added)** Provides necessary supporting documentation upon request and cooperates with periodic updates when contacted by EFMP-M staff.

2.22. **(Added)** Special Considerations.

2.22.1. **(Added)** EFMP reassignments are locally supported when there is a lack of medical resources for a family member with SNs, or a hardship is incurred as a result of medical needs, in the local area.

2.22.2. **(Added)** EFMP reassignments/deferments are made at the sponsor's request only, and are submitted through the vMPF online with the required letter of Support or Non-Support from the SNC. AFPC will determine the appropriateness of the request and will make the final decision on all assignment actions.

2.22.3. **(Added)** EFMP-M staff, at the sponsor's duty station, may release any medical or educational documentation on a need-to-know basis to AFPC to process sponsor's request.

3.3. Disenrollment.

3.3.1.2. **(Added)** SNC will review DD Forms 2792 and 2792-1, *Exceptional Family Member Special Education/Early Intervention Summary*, provided by the family to ensure that no additional medical/educational needs exist IAW DoDI 1315.19, Enclosure 4.

3.3.1.3. **(Added)** 96 MDG SGH may be consulted for input. If a sponsor has more than one dependent with identified SNs, only the dependent who no longer meets criteria will be disenrolled, and the AD sponsor will remain Q-coded.

EVAN C. DERTIEN Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AD—Active Duty

AFB—Air Force Base

AFMAN—Air Force Manual

AFMOA—Air Force Medical Operations Agency

AFRIMS—Air Force Records Information Management System

AHLTA—Armed Forces Health Longitudinal Technology Application

BCAC—Beneficiary Counseling and Assistance Coordinator

CAIB—Community Action Information Board

CSS—Commander's Support Staff

HRO—Human Resources Office

IDS—Integrated Delivery System

RDS—Records Disposition Schedule

SJA—Staff Judge Advocate

vMPF—Virtual Military Personnel Flight

96 MDG—96th Medical Group