

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



**AIR FORCE INSTRUCTION 40-701
HOLLOMAN AIR FORCE BASE
Supplement**

**02 AUGUST 2016
Certified Current, 29 April 2020**

Medical Command

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 49 MDG/SGH

Certified by: 49 MDG/CC
(Col Paul Willingham)

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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 (EFMP)*, 19 November 2014, is supplemented as follows: The purpose of this supplement is to establish policy and procedures unique for Holloman AFB. 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. It also outlines procedures for processing travel clearances for those who are making a Permanent Change of Station (PCS) to an OCONUS or CONUS assignment. This publication applies to all active duty military and civilian personnel and their family members entitled to receive medical care in military treatment facilities under the 49th Wing.

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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.myaf.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Medical Group EFMP-Medical (EFMP-M) (49 MDG/SGH), 280 First Street, Holloman AFB, NM 88330.

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

2.10.4.1. **(Added)** The MPS will scan and e-mail all AF Form 4380, *Special Needs Screener*, that require Special Needs Coordinator (SNC) review to the EFMP-M organization e-mail account: Holloman.EFMPM@us.af.mil for review.

2.10.6.1. **(Added)** The MPS forwards the current Holloman AFB Q-Code Roster to the Holloman AFB EFMP-M office via its organizational email account: Holloman.EFMPM@us.af.mil.

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

2.13.2.1. **(Added)** Updates the SNC and other Medical Treatment Facility (MTF) members on EFMP services in the local area by attending the Quarterly EFMP Case Review meeting.

2.13.3. **(Added)** EFMP-FS will provide annual Health Insurance Portability and Accountability Act (HIPAA) training certificates to the EFMP-M Office.

3.2. (Added) Enrollment

3.2.7.1.1.2.1. **(Added)** Adult dependents with special needs meeting Department of Defense enrollment criteria will be requested to complete a release of information allowing special needs file documentation to be released to the sponsor.

ROBERT E. KIEBLER
Colonel, USAF

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

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

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

Prescribed Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 4380, *Special Needs Screener*

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFRIMS—Air Force Records Information Management System

CONUS—Continental United States

CSS—Commander's Support Staff

EFMP—Exceptional Family Member Program

EFMP-FS—Exceptional Family Member Program-Family Support

EFMP-M—Exceptional Family Member Program-Medical

HIPAA—Health Insurance Portability and Accountability Act

MDG—Medical Group

MPS—Military Personnel Section

MTF—Military Treatment Facility

NM—New Mexico

OCONUS—Outside the Continental United States

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

RDS—Records Disposition Schedule

SGH—Chief Medical Staff

SNC—Special Needs Coordinator