

**BY ORDER OF THE COMMANDER
INCIRLIK AIR BASE (USAFE)**

AIR FORCE INSTRUCTION

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**INCIRLIK AIR BASE
Supplement**

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Medical

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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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 for managing the Exceptional Family Member Program and Family Member Relocation Processes unique to Incirlik Air Base (AB), Turkey. This supplement applies to all military and civilian personnel and their dependents who are assigned or attached to the 39th Air Base Wing (ABW) that are entitled to receive medical care in a military treatment facility (MTF) as specified in AFMAN 41-210, *TRICARE Operations and Patient Administration Functions*. It also applies to Department of Defense (DoD) civilian employees seeking information about availability of services overseas for family members with special needs. It does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) Units. This supplement provides guidance for identifying family members with special needs and to identify the availability of medical and educational services required for family members prior to reassignment. It describes the responsibilities of AF personnel within Incirlik's (MTF) and other agencies instrumental to the implementation of the Exceptional Family Member Program-Medical (EMFP-M) process. 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 Forms 847 from the field through the

appropriate functional OPR. 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 IAW Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include:

1.1. Exceptional Family Member Program – Medical Component (EFMP-M).

1.1.1.2.1. **(Removed)** The SNC will collaborate with the SGH to compose a letter providing verification that required medical or educational services are not available in the local area. This letter is given to the sponsor and a copy is placed within the SN file.

2.10. Military Personnel Section (MPS), and the Commander’s Support Staff (CSS).

2.10.6.1. **(INCIRLIKAB)** Provides EFMP-M staff with a monthly roster of Q-coded sponsors to include their arrival date, DEROS date and accompaniment status by the 10th calendar day of each month. This roster can be sent via encrypted email to the EFMP-M office at usaf.incirlik.39-mdg.mbx.efmp@mail.mil.

2.10.8. **(Removed)** Recommends Installation Commander utilizes AF Form 1466 for approved travel and Command Sponsorship determination.

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

2.11.2.2.1. **(Removed)** Will coordinate with local EFMP-M office any incoming queries from DoD civilians requesting information regarding availability of required services.

2.11.2.3. **(Removed)** Will provide any inbound request for available services with a MFR from the 39 MDG regarding what services are available to incoming DOD employees and their families.

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

2.13.1.1. **(Removed)** Receives annual Health Insurance Portability and Accountability Act (HIPAA) training from local MTF prior to attending any quarterly case review.

4.2. EFMP—M Inbound Process.

4.2.1. **(Removed)** FMRCC ensures inbound FDIs have all required documents prior to forwarding to the SNC to review all available medical records, pharmacy dispenses, and documentation from TRICARE network providers and Healthcare Artifact and Image Management Solution (HAIMS) uploads. The SNC will determine required clinics for routing of each FDI.

4.2.2. **(Removed)** EFMP-M office routes inbound FDIs to appropriate review authorities not limited to: Mental Health Clinic, Pediatric Clinic, Family Practice Clinic, Women’s Health Clinic, DoDEA Educational Screening Representative, base housing office and TRICARE to make recommendations regarding service availability.

4.3. EFMP – M Outbound Process.

4.3.3.2. **(INCIRLIKAB)** All medical records review made will date back 2 years, if 3 years or later, then a DD Form 2792 will be requested from the sponsor. Upon acquiring the DD Form 2792 a review then will be made by the Special Needs Coordinator (SNC).

4.4. **Command Sponsorship.**

4.4.3. **(Removed) Child Born in Germany through the “Storknesting” Program.**

4.4.3.1. An AF Form 1466 with pages 1-3 will need to be completed and turned into the EFMP-M office prior to the sponsor traveling to Germany.

4.4.3.2. The EFMP-M office will receive notification from the storknesting coordinator that dependent child has been born.

4.4.3.3. The SNC will review electronic medical records from the newborn checkup and the two-week well checkup to provide medical documentation for the Pediatrician, as appropriate, and SGH for review.

4.4.3.3.1. EFMP enrollment is initiated as indicated.

4.4.3.3.2. All newborns are required to have sponsor’s orders amended for residency in IAB. Newborns requiring services that exceed the IAB are encouraged to apply for an EFMP reassignment.

4.4.3.3.3. If resources are available to provide adequate care for the newborn the SGH may approve travel using the AF Form 1466. The FMRC interview is not required for command sponsorship of a newborn.

4.4.3.3.3.1. Sponsor will pick up completed AF Form 1466 at the TRICARE window upon returning from storknesting.

Chapter 1

PROGRAM OVERVIEW

1.1. Exceptional Family Member Program-Medical Component (EFMP-M).

1.1.1.1. Eligibility criteria for an EFMP reassignment is outlined in AFI 36-2110, *Assignments, Attachment 25*.

1.1.1.2. The sponsor or adult family member will inquire with the local EFMP office to obtain required medical documentation for an EFMP reassignment request due to lack of required medical and/or educational services at follow on base. The member will then receive a memorandum from the SNC stating why the member will be conducting an EFMP reassignment.

1.1.1.2.1. The SNC will collaborate with the SGH to compose a letter providing verification that required medical or educational services are not available in the local area. This letter is given to the sponsor and a copy is placed within the SN file.

1.1.1.3. The sponsor is referred to the local MPS for information regarding the application process for an EFMP reassignment.

1.1.1.4. A sponsor with an EFMP enrolled dependent who was denied travel to their next assignment is also eligible to request an EFMP reassignment based upon denied travel. The SNC will provide the sponsor with required documentation to upload in virtual Military Personnel Flight (vMPF).

Chapter 2

ROLES AND RESPONSIBILITIES

2.9. The Staff Judge Advocate (SJA).

2.9.2. Counsel commanders on sponsor accountability when they have allegedly violated or bypassed the EFMP-M process, or when they have ignored medical recommendations made on behalf of family members in the context of the FMRC process or in EFMP service coordination.

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

2.10.4.1. Ensures AF Form 4380 is endorsed by the EFMP-M office appointed SNC, FMRC or their respective alternates, prior to issuing travel orders.

2.10.5.1. MPS will ensure dependents not listed as approved for travel at government expense are not included on PCS orders as authorized travel.

2.10.5.2. Ensures that no Q-coded sponsor is given PCS orders without submission of an AF Form 1466 regardless of PCS location.

2.10.6.1. Provides EFMP-M staff with a monthly roster of Q-coded sponsors to include their arrival date, DEROS date and accompaniment status by the 10th calendar day of each month. This roster can be sent via encrypted email to the EFMP-M office at Usaf.Incirlik.39-MDG-MBX.EFMP@mail.mil.

2.10.8. Recommends Installation Commander utilizes AF Form 1466 for approved travel and Command Sponsorship determination.

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

2.13.1.1. Receives annual Health Insurance Portability and Accountability Act (HIPAA) training from local MTF prior to attending any quarterly case review.

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

2.14.2.5.1. Requires sponsor(s) who have circumvented the FMRC process and/or paid for family relocation at their own expense after advisement that medical and/or educational services were not available at the gaining location to sign a memorandum for record. This memorandum will acknowledge that the sponsor chose to relocate their special needs family member(s) without command sponsorship despite advisement that required medical and/or educational services were not available.

2.16. Special Needs Coordinator (SNC).

2.16.1.2.1.1. Ensures that all letters for initiation or deletion of an ALC "Q" are written and submitted to the 39 MPS Career Development Section organizational e-mail inbox at 39fss.relocations@us.af.mil.

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

2.17.3.1. Contacts all sponsors with dependents assigned to the MPS at Incirlik within 6 months of their DEROS to advise of the FMRC process or required completion of the AF Form 4380.

2.18. Medical Review Officer (MRO).

2.18.1.4.1. Acts on behalf of SGH in determining dependent travel recommendations during the joint FMRC interview.

2.20. Commanders, First Sergeants, and Supervisors.

2.20.1.1. Assists the EFMP-M office in making contact with sponsors of EFMP enrolled dependents in order to schedule appointments, obtain required documentation for maintenance of Special Needs (SN) files, or to initiate the FMRC process as needed.

Chapter 3

OPERATING PROCEDURES AND STANDARDS

3.1. Identification.

3.1.2.3. The EFMP-M office will review all Medical In/Out Processing worksheets of sponsors with dependents to ensure prompt identification of families with special needs.

3.1.3.1. Sponsors will be directed to the 39ABW out-processing SharePoint site for required documentation to include the AF Form 4380. The SharePoint site can be found at [https://ice.usafe.af.mil/sites/39ABW/MSG/FSS/Military%20Personnel%20Section%20\(MPS\)/fsmpd/_layouts/viewlsts.aspx?BaseType=1](https://ice.usafe.af.mil/sites/39ABW/MSG/FSS/Military%20Personnel%20Section%20(MPS)/fsmpd/_layouts/viewlsts.aspx?BaseType=1).

3.4. The Family Member Relocation Clearance (FMRC).

3.4.2.3. When family members of sponsors assigned to Incirlik AB are geographically separated from an MTF, a telephone conference call with the dependent(s), MRO and SNC may be utilized in order to complete the FMRC interview. This must be annotated on the AF Form 1466.

3.4.4.1.1. FMRC interview appointments are scheduled weekly - pending staff availability - for Wednesday afternoons. Every attempt will be made to expedite appointment scheduling to accommodate family members.

Chapter 4

EFMP-M UNIQUE PROCEDURES FOR INCIRLIK AIR BASE

4.1. EFMP-M.

4.1.1. Purpose: To ensure that every family member of an active duty Air Force sponsor with special educational or medical needs is identified and receives the services required to meet those needs as they are entitled.

4.2. EFMP-M Inbound Process.

4.2.1. FMRCC ensures inbound FIs have all required documents prior to forwarding to the SNC to review all available medical records, pharmacy dispenses, and documentation from TRICARE network providers and Healthcare Artifact and Image Management Solution (HAIMS) uploads. The SNC will determine required clinics for routing of each FDI.

4.2.2. EFMP-M office routes inbound FDIs to appropriate review authorities not limited to: Mental Health Clinic, Pediatrics Clinic, Family Practice Clinic, Women's Health Clinic, DoDEA Educational Screening Representative, base housing office and TRICARE to make recommendations regarding service availability.

4.3. EFMP-M Outbound Process.

4.3.1. Sponsors already enrolled in EFMP may start compiling paperwork for their next assignment 6 months prior to their DEROS.

4.3.2. Sponsors enrolled in EFMP who are relocating to the base from which they originated are still required to complete the FMRC process to verify that medical services are available in the current location and can be provided in an adequate manner. No orders will be provided to sponsor without submission of an AF Form 1466 from the gaining location.

4.3.3. Requests for a supporting base FMRC will be made to the EFMP-M office at the nearest MTF for dependents not residing with sponsor.

4.3.3.1. If the family does not reside near an MTF, the family member(s) needing medical clearance will be evaluated by a civilian provider to complete the DD Form 2792. Also, family member(s) over the age of 2 must be evaluated by a civilian dental provider to complete AF IMT 1466D. Since a face to face FMRC interview is not possible, Incirlik AB will provide a telephone conference FMRC interview. In order to schedule the telephone conference FMRC interview, all required paperwork will be submitted to Incirlik EFMP Office.

4.4. Command Sponsorship.

4.4.1. The EFMP-M office is responsible for providing verification of service availability for dependents that wish to be command sponsored.

4.4.2. Child Born in Turkey:

4.4.2.1. Sponsor will submit an AF Form 1466 with pages 1-3 completed to the EFMP-M office.

4.4.2.2. Parents are required to provide copies of discharge notes from hospital stay and any well baby records from off-base local host nation providers, translated into English.

4.4.2.2.1. EFMP enrollment is initiated as indicated.

4.4.2.3. Documentation from local host nation providers or hospital and AF Form 1466 is forwarded to the Pediatrician, as appropriate, and SGH for review.

4.4.2.3.1. The SGH may approve travel using the AF Form 1466, if services are available. The FMRC interview is not required for command sponsorship of a newborn.

4.4.2.3.1.1. The completed AF Form 1466 is provided to the sponsor to turn in with their command sponsorship application to MPS.

4.4.2.3.2. If it is determined that adequate services are not available within the MTF or the local area for the newborn, the sponsor is eligible to apply for an EFMP reassignment.

4.4.3. Child Born in Germany through the “Storknesting” Program.

4.4.3.1. An AF Form 1466 with pages 1-3 will need to be completed and turned into the EFMP-M office prior to the sponsor traveling to Germany.

4.4.3.2. The EFMP-M office will receive notification from the storknesting coordinator that dependent child has been born.

4.4.3.3. The SNC will review electronic medical records from the newborn checkup and the two-week well checkup to provide medical documentation for the Pediatrician, as appropriate, and SGH for review.

4.4.3.3.1. EFMP enrollment is initiated as indicated.

4.4.3.3.2. All newborns are required to have sponsor’s orders amended for residency in IAB. Newborns requiring services that exceed the IAB are encouraged to apply for an EFMP reassignment.

4.4.3.3.3. If resources are available to provide adequate care for the newborn the SGH may approve travel using the AF Form 1466. The FMRC interview is not required for command sponsorship of a newborn.

4.4.3.3.3.1. Sponsor will pick up completed AF Form 1466 at the TRICARE window upon returning from storknesting.

4.4.4. Child born CONUS:

4.4.4.1. The FMRC process will be completed in its entirety by the nearest MTF.

4.4.5. Recently Married:

4.4.5.1. The FMRC process will be completed in its entirety.

4.4.5.1.1. The spouse will make all reasonable attempts to provide medical records from civilian health care providers to include dental providers.

4.4.5.2. The SNC will route the request for command sponsorship through appropriate clinics within the MTF and to the SGH for travel recommendation.

4.4.6. Additional Family Members (i.e. step-children, mother-in-law, etc.):

4.4.6.1. The FMRC process will be completed in its entirety.

4.4.6.2. If available resources exist within the MTF the SGH will complete the AF Form 1466 approving travel.

4.4.6.3. If travel is not approved on the AF Form 1466, additional family members will not be authorized command sponsorship.

RANDY P. OAKLAND, Colonel, USAF
Commander, 39th Air Base Wing

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

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

AFMAN 33-363, *Management of Records*, 21 July 2016

AFMAN 36-2110, *Total Force Assignments*, 5 October 2018

AFMAN 41-210, *TRICARE Operations and Patient Administration*, 10 September 2019

Prescribed Forms

None

Adopted Forms

None

Abbreviations and Acronyms

AB—Air Base

ABW—Air Base Wing

DEROS—Date Eligible for Return from Overseas

EFMP—Exceptional Family Member Program

ERD—Early Return of Dependents

FMRC—Family Member Relocation Clearance

FMRCC—Family Member Relocation Clearance Coordinators

MFR—Memorandum for Record

MPS—Military Personnel Section

MRO—Medical Review Officer

MTF—Medical Treatment Facility

SN—Special Needs

SNC—Special Needs Coordinator

USAFE—United States Air Forces in Europe

Terms

Storknesting—A program whereby any high risk and other uncomplicated Obstetric patients from Europe and Africa that have no obstetrical support, or where host nation care is below standard for TRICARE eligible beneficiaries is referred to Landstuhl Regional Medical Center due to a lack of services at their assigned duty location.