

**BY ORDER OF THE COMMANDER
15TH WING**



AIR FORCE INSTRUCTION 40-701

**15TH WING
Supplement**

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Medical Command

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Instruction (AFI) 40-701, *Medical Support to Family Member Relocation and Exceptional Family Member Program (EFMP)*, 19 November 2014. This supplement establishes guidance for the 15 Wing process to identify special medical and educational service requirements of family members in support of Air Force (AF) Active Duty (AD) sponsor reassignment. The Navy maintains and manages EFMP as a separate process with their own personnel. Thus, this supplement describes the procedures for managing EFMP to support the AF personnel assigned/attached to Joint Base Pearl Harbor Hickam (JBPHH).

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2.8.3.1. **(Added)** Although JBPHH is considered an OCONUS assignment for AF personnel, Hawaii falls within the United States. Therefore, only certain benefits may be limited for families that circumvent the Family Member Relocation Clearance (FMRC) process or who bring family members that were not cleared for travel.

2.8.3.1.1. **(Added)** Family members may not be denied TRICARE Prime status solely on the basis of circumventing the FMRC process or for family members who were not cleared for travel.

2.8.3.1.2. **(Added)** Family members that were not cleared for travel are not command sponsored. However, this does not necessarily affect their base or identity card privileges.

2.8.3.1.3. **(Added)** Non-command sponsored family members do not count towards housing entitlements via Hickam Communities.

2.9.1. **(Added)** Advises commanders on possible investigatory, administrative, or disciplinary actions related to EFMP for AF members. Advises limitations to government provided benefits when notified by the MTF Commander or the Chief of Medical Staff (SGH) of an alleged violation of the FMRC process.

2.10.4.1. **(Added)** Adds the EFMP-M office to the virtual out-processing checklist for all outbound AD members. Ensures FMRC Coordinator and Special Needs Coordinator (SNC) have access to the names of AD members with pending duty assignment changes.

2.10.4.2. **(Added)** Ensures all AD members' AF Form 4380s are forwarded to the EFMP-M office for review. EFMP-M office will clear AD members from the virtual out-processing checklist when requirements are met.

2.10.4.3. **(Added)** Ensures the FMRC process is completed BEFORE orders are issued. Process completion is indicated by a signed AF Form 1466 (alternately an AF Form 4380 with signature and EFMP approved stamp) and a signed-off virtual out-processing checklist.

2.10.5.1. **(Added)** Ensures no AD sponsor with dependents is given orders to an OCONUS location without an AF Form 1466, which is required for recommending travel and approval of command sponsorship at the gaining location. Dependents that were not recommended for travel/ approved for command sponsorship cannot be listed as approved for travel at government expense.

2.10.6.1. **(Added)** Forwards the Q-Code roster and Gains & Loss roster to the EFMP-M office monthly.

2.10.8. **(Added)** Routes command sponsorship applications for dependents through the EFMP-M office and follows recommendations of the SGH regarding medical coverage for command sponsorship.

2.13.1.1. **(Added)** Resides at the JBPHH Military Family Support Center as an AF asset.

2.13.1.2. **(Added)** Communicates any community EFMP activities to the EFMP-M office.

2.13.3. **(Added)** Connects inbound AF families who have requests for special accommodations through the Hawaii public schools (IFSPs, IEPs, 504 plans, etc.) with the School Liaison Officers.

2.15.6. **(Added)** Reviews medical information for all command sponsorship applications and makes a recommendation to MPF via the AF Form 1466.

2.15.7. **(Added)** Reviews all special housing requests for inbound AF dependents with special needs or for current AF residents that develop new special needs, and makes a recommendation to Joint Base Housing Management Office for appropriate medical accommodation.

2.16.1.2.2.1. **(Added)** Coordinates closely with Army and Navy EFMP, and attends quarterly tri-service, island-wide EFMP meetings. Due to open enrollment for dependents within the Oahu enhanced multi-service market (eMSM), the 15 MDG has many beneficiaries from other services.

2.16.1.3.1. **(Added)** Reviews the AF Form 4380 and the AF Special Needs database. If special needs are identified, the AD member will be contacted for further information and possible necessity of a FMRC appointment. If no needs are identified, the sponsor will be cleared from the virtual out-processing checklist. Sponsors with family members requiring a clearance appointment will not be cleared from the virtual out-processing checklist until after the clearance appointment has been held and a positive travel recommendation has been received from the gaining location.

2.16.2.2.1. **(Added)** Maintains the encrypted email box hickamefmpm@us.af.mil in order to send/receive secure messages regarding EFMP.

2.16.6.1.1. **(Added)** Compares the monthly Q-code roster from MPF with Q-Base and coordinates any needed updates.

2.16.6.3. **(Added)** Provides annual training on EFMP for appropriate MPF personnel.

2.16.11. **(Added)** Notifies the Public-Private Housing Partner when special housing accommodations are requested/required for inbound AF dependents with special needs or for current AF residents that develop new special needs.

2.19.2.2. **(Added)** Screens all outbound AF families for any Family Advocacy Program (FAP) involvement during assignment at current duty station; will communicate this information to SNC for inclusion on the AF Form 1466. Will provide necessary information regarding FAP case/circumstances to MRO or SNC for annotation on the DD Form 2792, page 9, Section 5h

2.19.2.3. **(Added)** Coordinates a warm hand-off to the gaining base FAO for any open cases, if not an OCONUS assignment.

2.21. **(Added)** Joint Base Housing Management Office (HMO):

2.21.1. **(Added)** Ensures that the Public-Private Housing Partner that provides base housing on Hickam Field works with EFMP-M when special housing accommodations are requested/required for inbound AF dependents with special needs or for current AF residents that develop new special needs.

2.21.2. **(Added)** Refers AD AF sponsors to the EFMP-M office when medical and/or educational conditions have been identified, by sponsor, as requiring special housing accommodations.

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Commander