

Administrative Changes to AFI 40-701 Keesler AFB Supplement, *Medical Support to Family Member Relocation and Exceptional Family Member Program (EFMP)*

12 SEPTEMBER 2024

OPR: 81 MDG/SGH

References throughout to “Q-base” are hereby changed to “MyVector”. 3 June 2024

Reference to email address in Paragraph 2.10.10 has been changed to usaf.keesler.81-mdg.mbx.efmp@health.mil. 3 June 2024

**BY ORDER OF THE COMMANDER
81ST TRAINING WING KEESLER AIR
FORCE BASE**

AIR FORCE INSTRUCTION 40-701



**KEESLER AIR FORCE BASE
Supplement**

28 OCTOBER 2020

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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 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)*. The purpose of this supplement is to describe the procedures for managing the EFMP process to support Keesler's Air Force Base personnel assigned/attached. This supplement outlines procedures for processing Family Member Relocation Clearance (FMRC) for families of active duty Air Force personnel who are making a Permanent Change of Station (PCS) to an overseas or stateside assignment. 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. This publication applies to all Keesler AFB personnel. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). This instruction requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974 authorized by Title 10 U.S.C. 8013, Secretary of the Air Force and E.O. 9397 (SSN). The applicable System Notice F044 AF SG U, Special Needs and Educational and Developmental Intervention Services (EDIS), is available at: <https://dpclld.defense.gov/privacy/SORNS.aspx>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (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 Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS). _Waivers to this supplement are not authorized. Submit suggested changes or corrections to the OPR using the AF Form 847, *Recommendation for Change of Publication*, through appropriate command channels.

1.2.1. **(Added)** Directs the Exceptional Family Member Program-Medical (EFMP-M), Airman and Family Readiness, and Exceptional Family Member Program-Family Support (EFMP-FS) representative to provide EFMP instructions to newcomers during the 81st Training Wing Newcomer's Orientation.

1.2.2. **(Added)** Ensure 81st Training Wing Commanders and First Sergeants receive annual training on EFMP and the support required for the enrollment process.

2.8.2.1. **(Added)** Directs through the Keesler Community Action Team (KCAT)/Community Action Board (CAB) inter-agency, base-wide outreach and support activities to military personnel regarding the identification of special needs in family members, and referrals to needed services.

2.8.2.2. **(Added)** The KCAT and CAB are utilized by the EFMP-M to identify community issues related to the quality of life for family members with special needs. The Special Needs Coordinator (SNC) or the SNC alternate attends KCAT monthly. EFMP-M is a standard agenda item at KCAT. Items needing intervention at the base level are discussed at KCAT and if they need to be elevated above the local level are referred to the appropriate entity to include the CAB. The CAB meets quarterly and EFMP issues identified at KCAT are addressed at this time.

2.8.4. **(Added)** Ensure that all outgoing members will be given an AF Form 4380, *Air Force Special Needs Screener* to identify members with special needs.

2.9.2. **(Added)** Advises commanders on possible investigatory, administrative or disciplinary actions related to the EFMP-M program; and limitations to government provided benefits when notified by the 81 MDG/CC of an alleged violation of the FMRC process.

2.10.8. **(Added)** Directs members to the 81st Medical Group EFMP-M office for assistance with compiling required documentation when applying for EFMP Reassignment or Deferment.

2.10.9. **(Added)** The EFMP-M office will be added to the Military Personnel Section (MPS) virtual out-processing checklist. The Special Needs Technician (SNT) and SNC will have access to the virtual Military Personnel Flight (vMPF) for administrative actions related to PCS of members as it relates to Family Member Relocation Clearances.

2.10.10. **(Added)** The 81st Medical Group Force Support Squadron (FSS) will provide both EFMP-M and EFMP-FS with a monthly Q-code roster and the Base Gains & Loss roster before the 10th duty day of each month. The rosters should be sent to the following secure organization email box usaf.keesler.81-mdg.mbx.efmp@mail.mil. The SNC will reconcile this roster with the Q-code roster generated from the Air Force Personnel Center (AFPC)/the Air Force-provided special needs data system (Q-base).

2.10.10.1. **(Added)** Q-codes are added or removed from the member's personnel record by the MPS after receipt of "Q-Code" letters from the SNC.

2.11.4. **(Added)** The Department of Defense (DoD) civilians who have dependent family members requesting overseas travel at government expense can request a FMRC through Keesler EFMP-M office. This will assist the employee and family to identify/access available resources at the outside the Continental United States (OCONUS) location.

2.12.5. **(Added)** Ensure EFMP-FS staff is responsible for the following committee/meeting participation: KCAT, Inclusion Action Team (IAT) and Child and Youth Programs (CYP).

2.13.3. **(Added)** The School Liaison Officer (SLO) in coordination with EFMP-FS serves as the installation point-of-contact for local military child education matters, including students with special needs. The SLO facilitates communication between local school authorities in coordination with the EFMP-FS as needed. The SLO advocates for the educational needs, including special needs of military children and assists Airmen and families with information and referrals regarding local school districts and other education options including home schooling, private schools, charter schools, and cyber schools.

2.13.4. **(Added)** EFMP-FS briefs at the 81st Training Wing Newcomer's Orientation.

2.13.5. **(Added)** Updates the SNC and other military treatment facility (MTF) members on EFMP services and resources on and off the installation.

2.13.6. **(Added)** Refers families with an individual educational plan (IEP) and/or an individual family service plan (IFSP), or other special needs to the EFMP-M for enrollment if the family is not already enrolled in the EFMP program.

2.14.1.3. **(Added)** Ensures EFMP-M staff provides training/briefings to unit Commanders/First Sergeants through Commanders' Calls, Key Personnel briefings, and other venues as requested.

2.14.1.4. **(Added)** Ensures the administrative components of the EFMP-M program, to include the SNT, are located under the 81 MDG/SGHH. The SNT and SNC are aligned with Medical Management/Population Health.

2.16.1.2.5.1. **(Added)** All active duty members whose personnel functions are assigned to Keesler, regardless of location of dependents, will initiate the SNT process through the Keesler Medical Center EFMP-M office.

2.20.5. **(Added)** Ensures all incoming AD members attend a mandatory Medical Right Start Orientation held monthly at the Keesler MTF.

2.20.6. **(Added)** Receive training on EFMP and the support required for the enrollment process.

3.3.4. **(Added)** The Q-code will remain in the sponsor's name (should this be record) until documentation is received by the SNC from a clinical provider or school personnel.

3.3.5. **(Added)** For dependents enrolled due to medical conditions, the sponsor will provide a new DD Form 2792, Family Member Medical Summary completed by the specialty care provider indicating that specialty care is no longer required for the enrolled dependent.

3.3.6. **(Added)** Dependents enrolled that have special educational services will have a new DD Form 2792-1, Special Education/Early Intervention Summary, completed by school officials stating that the child no longer has an IEP. If the child has graduated from high school, the sponsor or parent will provide a copy of the high school diploma.

3.3.7. **(Added)** Dependents enrolled that have Early Intervention Services will provide a new DD 2792-1 completed by Early Intervention Service staff stating the child no longer has an IFSP or is no longer eligible for services.

3.3.8. **(Added)** In the event of a divorce, death, or loss of dependency status, the sponsor will provide a copy of the divorce decree, death certificate (or announcement), or documentation stating that the identified family member is no longer classified as a dependent.

3.3.9. **(Added)** The SNC will review the paperwork provided to ensure that no additional medical/educational needs exist which meet the Department of Defense Instruction criteria for enrollment. The SGH may be consulted for input. If a sponsor has more than one dependent with identified needs, only the dependent who no longer meets criteria will be dis-enrolled, and the Q-code will remain with the sponsor's name.

3.3.10. **(Added)** In Q-base, the family member's information will be edited by stating that the family member does not have any special needs. If there are no additional family members identified, the sponsor's case will be archived.

3.3.11. **(Added)** For families archived, the SNC will send a letter to the MPS requesting that the Q-code be removed. A copy will also be given to the sponsor. The SNC will document in Q-base the reason for closure. A case closure note will be completed by the SNC and placed in the special needs (SN) file.

3.8.1.1. **(Added)** Archived files will be filed separately from open SN file. Charts are disposed of according to Air Force Records Information Management System (AFRIMS).

HEATHER W. BLACKWELL, Colonel, USAF
Commander, 81st Training Wing

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

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 9 March 2020

DAFI 33-360, *Publications and Forms Management*, 30 November 2015

DoDM 5400.7_AFMAN 33-302, *Freedom of Information Act Program*, 27 April 2018

DoDI 1315.19, *Authorizing Special Needs Family Members Travel Overseas at Government Expense*, Enclosure 4

AFRIMS, Table 41-12, *Rule 22.00, Special Needs Identification and Assignment Coordination*

Prescribed Forms:

None

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

AF Form 4380, *Air Force Special Needs Screener*

DD Form 2792, *Family Member Medical Summary*

DD Form 2792-1, *Special Education/Early Intervention Summary*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFRIMS—Air Force Records Information Management System

CAB—Community Action Board

CEH—Civil Engineering Housing

CYP—Child and Youth Programs

DoD—Department of Defense

EFMP-FS—Exceptional Family Member Program-Family Support

EFMP-M—Exceptional Family Member Program-Medical

FMRC—Family Member Relocation Clearance

FSS—Force Support Squadron

IEP—Individual Education Plan

IFSP—Individual Family Service Plan
KCAT—Keesler Community Action Team
MPS—Military Personnel Section
MTF—Military Treatment Facility
OCONUS—Outside the Continental United States
PCS—Permanent Change of Station
Q—base—Air Force-provided special needs data system
RDS—Records Disposition Schedule
SLO—School Liaison Office
SN—Special Needs
SNC—Special Needs Coordinator
SNT—Special Needs Technician
VMPF—Virtual Military Personnel Flight