

**BY ORDER OF THE COMMANDER
99TH AIR BASE WING**



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

18 DECEMBER 2020

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, is supplemented as follows: This supplement applies to all units on Nellis Air Force Base. 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 responsibilities of Air Force personnel with regard to Exceptional Family Member Program Medical (EFMP-M) procedures. EFMP-M encompasses the medical and educational review functions that support accompanied military assignments. This supplement outlines the procedures for processing Family Member Relocation Clearances (FMRCs) for family members of active duty Air Force personnel who are making a Permanent Change of Station (PCS) to an OCONUS location as well as for families who PCS to a CONUS location who 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. As per AFI 40-701, this supplement requires the handling of protected documents in compliance with the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act (HIPAA) of 1996. In addition, all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, Management of Records, and are disposed of IAW Air Force Records Disposition Schedule (RDS). Copies of the Privacy Act statement will be presented upon request. EFMP-M office. Records will be stored for two years.

- 2.10.3.1. **(Added)** Provides EFMP-M with a monthly roster of Q-coded sponsors on the installation.
- 2.10.8. **(Added)** Advises the active duty member to contact the EFMP-M office should they inquire or ask for assistance with enrollment and/or FMRC procedures.
- 2.14.2.9. **(Added)** Ensures that EFMP-M staff participate in medical Right Start briefings to provide support to inbound EFMP families.
- 2.15.3.1. **(Added)** May defer travel recommendation to Medical Review Officer (MRO) or designee to ensure that Facility Determination Inquiry (FDI) is completed and sent off in a timely manner.
- 2.16.1.2.6. **(Added)** Ensures that when the originating Assignment Limitation Code (ALC) “Q” letter is not received from losing base and sponsor does not show on the roster, a verification letter is sent to the local Military Personnel Section (MPS) to verify that sponsor is Q-coded.
- 2.16.1.4. **(Added)** Notifies the MPS, Chief of the Medical Staff (SGH), sponsor’s Commander and/or First Sergeant of any family members requiring special needs that failed to complete the FMRC process at the losing base and arrived at Nellis AFB.
- 2.16.4.1. **(Added)** The SNC will update TOPA/Tricare when new resources are discovered through routine meetings with Family Support.
- 2.16.5.1. **(Added)** The Special Needs family member medical information will be checked in the Electronic Medical Records to verify and address any new needs during an annual contact review.
- 2.16.6.2.2. **(Added)** The SNC will be accessible to MPS, Civilian Personnel, the MTF and CSS to answer questions and offer guidance on the FMTS process and update them when there are any significant changes to procedure.
- 2.16.7.1. **(Added)** The SNC will maintain a working relationship with case managers and other medical staff to identify new special needs cases.
- 2.16.9.3.2. **(Added)** The SNC will refer to Case management and also give information to self-referral to Healthnet for case management as deemed necessary.
- 2.16.9.3.3. **(Added)** Family support will be provided with a monthly Family Summary Report identifying the overall case load needs while withholding any private or confidential information to maintain HIPAA compliance.
- 2.16.10. **(Added)** May defer “warm hand-off” to Military Treatment Facility (MTF) Case Manager when appropriate.
- 2.16.11. **(Added)** Screens Armed Forces Health Longitudinal Technology (AHLTA) medical records of all dependents of active duty Air Force personnel with assignments, regardless of gaining location or EFMP status for eligibility criteria.
- 2.17.9.1. **(Added)** Keeps a log of all scheduled FMRC appointments for two years.
- 2.17.9.2. **(Added)** Keeps a log of all Incoming and Outgoing FDIs. Files will be maintained in the Family Member Relocation Clearance Coordinator (FMRCC) office with overflow in the EFMP-M office. Records will be stored for two years.

2.17.9.3. **(Added)** Accepts incoming FDIs in Q-base the month of expected arrival. Assists Special Needs Coordinator (SNC) by contacting the family to update demographics upon arrival to Nellis AFB.

2.19.5.3. **(Added)** Family housing, HMO and EFMP will coordinate services as necessary for incoming members that require housing accommodations.

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

3.2.5.1.1. **(Added)** DET III is managed by Edwards AFB with Nellis AFB as support base.

3.2.5.1.2. **(Added)** Air Force Office of Special Investigations (AFOSI) is managed by Joint Base Andrews with Nellis AFB as support base.

3.4.2.3. **(Added)** Supporting clearances for Army, Navy and Marine Corps families are conducted when requested. Documents are forwarded to the appropriate services' EFMP office when indicated.

3.5.1.1. **(Added)** Notifies sponsor to inform EFMP-M of any changes to a family member's health/status.

TODD R. DYER, Colonel, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

AFMAN 33-363, Management of Records, March 01, 2008

Adopted Forms

AF Form 847, Recommendation for Change of Publication, 22 September 2009

Abbreviations and Acronyms

AFI—Air Force Instruction

AFOSI—Air Force Offices of Special Investigations

AHLTA—Armed Forces Health Longitudinal Technology

ALC—Assignment Limitation Code

CONUS—Continental United States

EFMP-M—Exceptional Family Member Program-Medical

FDI—Facility Determination Inquiry

FMRC—Family Member Relocation Clearance

HIPAA—Health Insurance Portability and Accountability Act

IAW—In Accordance With

MPS—Military Personnel Section

MRO—Medical Review Officer

MTF—Military Treatment Facility

OCONUS—Outside the Continental United States

PCS—Permanent Change of Station

RDS—Records Disposition Schedule

SGH—Chief of the Medical Staff in the MTF

SN—Special Needs

SNC—Special Needs Coordinator

Terms

Q-code—Designation for the ALC “Q” that is placed in AFPC’s database of AF personnel when a sponsor has one or more family members that meet(s) DoD criteria for the Exceptional Family Member Program.