

**BY ORDER OF THE COMMANDER
SHAW AFB**



**AIR FORCE INSTRUCTION 40-701
SHAW AIR FORCE BASE
Supplement
19 NOVEMBER 2015**

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, dated 19 November 2014, is supplemented as follows: 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*. The purpose of this supplement is to describe the procedures for managing the Exceptional Family Member Program (EFMP) process to support the 20th Fighter Wing and personnel assigned/attached. It outlines additional procedures for processing travel clearances for active duty Air Force personnel and their family members who are making a Permanent Change of Station (PCS) to an OCONUS or CONUS 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. It applies to all Shaw AFB personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Send recommended changes and comments for this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*.

2.10.1.1. (Added) Directs sponsors to the 20th Medical Group (20 MDG) EFMP-M office for assistance in compiling required documentation when applying for EFMP Reassignment or Deferment.

2.10.4.1. (Added) The EFMP-M office will be added to the 20 MPS virtual out-processing checklist. All Family Member Relocation Clearance Coordinator (FMRCC), Special Needs Coordinator (SNC) and alternates will have access to vMPF for administrative actions related to the PCS of sponsors as it relates to FMRC.

2.14.2.1.1. (Added) Refer to 20 MDGI 41-189, *Family Member Relocation Clearances*.

2.19.5.1.1. (Added) All incoming active duty sponsors will undergo medical inprocessing by the 20 MDG Health Care Integrator to screen for and identify family members that have special needs, to include those who require enrollment.

3.3.1.1.1. (Added) The Q-code will remain associated with the sponsor until adequate documentation is received by the SNC from qualified clinical and educational personnel to justify the absence of exceptional family needs.

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

3.3.1.1.3. (Added) For dependents enrolled in EFMP due to special educational services, the sponsor will provide a new DD Form 2792-1, *Special Education/Early Intervention Summary*, completed by qualified school officials stating that the child no longer requires an Individualized Education Program (IEP). If the child has graduated from high school, the sponsor or parent will provide a copy of the high school diploma.

3.3.1.1.4. (Added) For dependents enrolled in EFMP that require Early Intervention Services, the sponsor will provide a new DD Form 2792-1 completed by Early Intervention Service staff stating the child no longer requires an Individualized Family Service Plan (IFSP) or is no longer eligible for services.

3.3.1.1.5. (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 other documentation stating that the identified family member is no longer classified as a dependent.

3.3.1.2. (Added) The SNC will review the paperwork provided to ensure that no additional medical/educational needs exist that meet DoDI criteria for enrollment. If a sponsor has more than one dependent with identified needs, only the dependent that no longer meets criteria will be dis-enrolled, and the Q-code will remain with the sponsor's name.

- 3.3.2.1. **(Added)** When a sponsor does not have any family members meeting DoD enrollment criteria, the SNC will send ALC removal letter to the 20 MPS requesting the ALC be removed. The SNC will document in Q-base the reason for closure. A case closure note will be completed by the SNC and placed in SN file.
- 3.3.3.1. **(Added)** In the EFMP database (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. A new family member sheet will be printed and placed in the SN files.
- 3.3.4. **(Added)** Archived charts will be filed separately from open SN files. Charts are shredded per AFI 40-701, paragraph 3.8.1.

STEPHEN F. JOST, Colonel, USAF
Commander

Attachment 1 (Added)**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

20 MDGI 41-189, *Family Member Relocation Clearances*, 11 August 2012

Abbreviations and Acronyms

20 MDG—20th Medical Group

IEP—Individualized Education Program

IFSP—Individualized Family Service Plan

MDG—Medical Group

RDS—Records Disposition Schedule