



EFMP FREQUENTLY ASKED QUESTIONS

Category	Question	Answer
Enrollment	What is the Exceptional Family Member Program (EFMP)?	A DOD mandated enrollment program for active-duty military families with special needs, ensuring appropriate medical care and support.
	Who needs to enroll in EFMP?	Active-duty service members with a dependent who has a chronic medical condition, special education needs, or significant mental health concerns. ***Please refer to DODI 1315.19 Section 3 (Enrollment Criteria) for full list***
	How do I enroll in EFMP?	Partner with your Primary Care Manager (PCM) or Off-base provider to complete the DD Form 2792. Educational Needs (If Applicable): If your child has an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP), work with their school to gather these documents (DD2792-1). Submission: Compile all required documentation and submit it to the EFMP office connected to your current PAS Code (located on sponsors orders).
Services	What services does EFMP provide?	Enrollment & Disenrollment: Guidance and assistance with enrolling family members in EFMP, coordination with MPF for Assignment Limitation Code (Q-Code), and TRICARE ECHO letters. Family Member Travel Screening (FMTS): Evaluation of your family's needs to ensure

Relocations

	<p>appropriate medical, mental health, and educational resources are available at your new location.</p> <p>Coordination with gaining installations to verify the availability of necessary services for your family members before you relocate.</p>
Will EFMP find specialists for my family member?	EFMP focuses on confirming service availability at the gaining location while out-processing, to facilitate a smooth transition of care for your family member(s).
How does EFMP affect PCS (Permanent Change of Station) orders?	<p>EFMP ensures your family member's needs can be met at your new duty station before orders are finalized. This careful planning may impact which assignment locations are deemed suitable.</p> <p>***Do not make irrevocable decisions (such as shipping household goods, selling your house, accepting job offers at the next location, enrolling dependents into school at the gaining location, etc.) before receiving a “Dependent Travel Approved” (DTA) or “Screening Completed- Cleared” status in MyVector.</p> <p><u>ASSIGNMENTS ARE NOT CONSIDERED FINAL UNTIL THE EFMP PROCESS IS COMPLETE. ***</u></p>
Who signs off on your out-processing checklist?	Your out-processing checklist will be signed off at your final out-processing appointment with the MPF (the EFMP office will not complete vMPF sign offs). You can contact Outbound Assignments to be signed off in vMPF.
What to Expect: Your Travel Screening Questionnaire:	Once you have completed your Assignment Notification Briefing, you will receive an

Other

	<p>automated email w/in 10-15 days to complete your online ITSQ.</p> <p>***Will not be generated until you are within 8 Months of your RNLT***</p>
<p>ITSQ: Ensuring Support for Your Family's Relocation</p>	<p>Your answers on the Initial Travel Screening Questionnaire (ITSQ) will identify any potential medical, educational, or special needs for your family members</p> <p>No Qualifying Needs? If your ITSQ indicates no qualifying needs, your out-processing checklist will display a status of "Screening Completed-Cleared". Contact Outbound Assignments to be signed off in vMPF.</p> <p>If you are separating, retiring, have 0 dependents, or have a No Cost/Low-Cost PCS, a screener is not required. Your vMPF checklist can be signed off at your final-out appointment with the Military Personnel Flight (MPF).</p>
<p>Family Member Travel Screening (FMTS): Understanding the Process</p> <p>An FMTS is automatically generated once ITSQ is completed, and requirement is indicated.</p>	<p>An FMTS application will be generated if:</p> <ul style="list-style-type: none">*You have dependents enrolled in EFMP (Q-Coded)*You have an OCONUS assignment.*ITSQ had a positive response.
<p>Dependent Travel Not Approved (DTNA)</p>	<p>AFPC's Assignment Navigator should reach out to you. Your EFMP Office's Special Needs Coordinator (SNC) can also provide detailed information about options for the next step in the process.</p>
<p>Is my family's information kept confidential?</p>	<p>Yes, EFMP adheres to strict privacy guidelines according to HIPAA.</p> <p>A Release of Information Form (DD2870) can be completed for dependents over the age of 18, to have information shared with their sponsor.</p>

POC's

What if my family member's needs change after enrollment?	It is crucial to update your EFMP Special Needs Coordinator (SNC) with any changes to your family member's condition or needs.
Where can I find more information?	Your local EFMP office, Military OneSource, and your branch's EFMP website are valuable resources.
Andrews AFB Special Needs Technician (SNT)	TSgt Stacy Croft Phone: 240-857-1464 Email: dha.jbanafw.andrews-316th-mdg.mbx.efmpm@health.mil
Andrews AFB Special Needs Coordinator (SNC)	Ms. Mikeala Kinchen Phone: 240-857-1464 Email: usaf.jbanafw.316-mdg.mbx.efmpm@health.mil
Outbound Assignments contact information	Outbound Assignments Contact Info: Contact: 301-981-1776, opt 3 Org box: 316FSS.Outbound.Assignments@us.af.mil JBA Address: 1414 Arkansas Dr.

Common Questions

What are the requirements for filling out DD Form 2792-1 for homeschooling families?	The parent or legal guardian who is primarily responsible for delivering the homeschooling curriculum should complete and sign Page 3.
Does there appear to be a duplication on your out-processing checklist?	One is for EFMP-Medical, also called "Family Member Relocation Clearance". The other is for EFMP-Family Support.
What service does EFMP- Family Support provide?	The EFMP-Family Support provides workshops, events, assessments, information and referrals, and respite care for families enrolled in EFMP for Andrews, Quantico, and some of FT Meade.

Family Support Information:

1191 Menoher Dr.

Phone: 301-981-7087

Email: 316fss.mfsc.efmp@us.af.mil

Website: www.andrewsfss.com/efmp

FMTS isn't letting you upload your off-base records? How should you send them?

To securely share your files, please encrypt them using DoD Safe before sending them to the requesting Org Box. Remember to share the passphrase in a separate email so the EFMP staff can decrypt the files.

How to disenroll your former spouse from the Exceptional Family Member Program (EFMP) after a divorce?

To request a disenrollment for a former spouse you will submit a request along with a copy of your divorce decree, to your EFMP medical office.

If your dependent received a DTNA but will no longer accompany you, their accompanied/unaccompanied status cannot be changed after the screener has been reviewed.

Accompanied/unaccompanied status cannot be changed after the screener has been reviewed. This change must be made before the initial review of the screener. Contact your EFMP office immediately if you need to make a change before your screener is reviewed.

What to do if your FMTS appears to be stalled at AFPC or gaining base.

Your SNC at your current base (losing base) is your point of contact for the entire FMTS process and will handle all communication regarding its progress.

If you are not yet within your assignment window but want to prepare for the EFMP screening process early:

To prepare for the screening process, begin by gathering all your off-base medical records in advance. Ensure dependents under 18 have had a physical within the last 12 months, and dependents 18 and older have had a physical within the last 24 months. Any specialist visit records should be from within the past 6 months.

What is the process for disenrolling from EFMP?

To disenroll from EFMP, contact your Special Needs Coordinator (SNC). They will guide you through the process, which includes working with your dependent's medical provider to complete the DD Form 2792.

Were you selected for Officer Training School (OTS) or the Commander Selection Board (CSB)?

Since you're attending OTS or CSB, an EFMP screener isn't automatically generated. You'll need to contact your EFMP-Medical office and request one. Be sure to **provide the Personnel Accounting Symbol (PAS) code for your gaining location**, which you can find in your assignment notification.

If you are stationed overseas and enrolled in EFMP there, but your spouse lives stateside and receives care at a different MTF, they cannot enroll in EFMP at the stateside location.

Your overseas EFMP office, determined by your PAS code, is responsible for your family's EFMP enrollment regardless of where your spouse receives care. Contact your overseas EFMP office for any EFMP-related needs.



FMTS CASE FLOW PROCESS & TIMELINE

