

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 40-7

4 SEPTEMBER 2013



Medical Command

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This directive establishes policies for the Exceptional Family Member Program-Medical (EFMP-M) process. It implements Department of Defense (DoD) Instruction 1315.19, *Authorizing Special Needs Family Members' Travel Overseas at Government Expense*, December 20, 2005. The EFMP-M process supports the Exceptional Family Member Program (EFMP) described within AFI 36-2110, *Assignments*, September 22, 2009, AFI 36-3020, *Family Member Travel*, October 22, 2009, and AFI 36-2102, *Base Level Relocation Procedures*, September 18, 2006. The policies outlined in this directive guide Air Force (AF) facilities on three components of family member travel: (1) the authorization of family member travel at government expense for active duty service members assigned overseas, (2) the coordination with the Air Force Personnel Center (AFPC), or other functionals that manage their own assignment process based on statutory authority to do so, on military assignments within CONUS for sponsors who have family members with special needs, and (3) the mechanisms for processing family member travel requests of DoD civilian employees where special needs are identified. This directive does not apply to Air National Guard unless on Title 10, Extended Active Duty (EAD). This directive applies to Air Force Reserve Command (AFRC) personnel when on Title 10, EAD or Active Guard Reserve tour. Title 10, United States Code Section 1076 entitles military family members to medical and dental care. Title 20, United States Code Section 1400 et seq., The Individuals with Disabilities Education Act (IDEA) guarantees free and appropriate public education for persons with disabilities, and is implemented by Department of Defense Instruction (DoDI) 1342.12, *Provision of Early Intervention and Special Education Services to Eligible DoD*

Dependents, April 11, 2005, and the AF in AFPD 40-6, *Educational and Developmental Intervention Services*, June 30, 2006. AFI 36-2110 provides guidance for command sponsorship for active duty family member travel. The authority to collect and maintain records is prescribed in Title 10, United States Code Section 8013, Privacy Act System Notice F044 AF SG U, Special Needs and Educational and Developmental Intervention Services (EDIS), and AFI 33-332, *Air Force Privacy Program*, May 16, 2011, AFI 41-210, *TRICARE Operations and Patient Administration Functions*, June 6, 2012, and the administrative provisions of the Health Insurance Portability and Accountability Act of 1996 guide the protection and privacy of individually identifiable health care information. DoD Directive 5400.07, *Freedom of Information Act (FOIA) Program*, January 2, 2008, applies to the disclosure of health care information to the public. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, March 1, 2008, and disposed of in accordance with the AF Records Disposition Schedule (RDS) maintained in the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. It is AF policy that:

- 1. The AFPC and Air Force Medical Service (AFMS), or other functionals that manage their own assignment process based upon statutory authority to do so, work cooperatively to:** identify active duty sponsors whose family members have special medical and educational needs and to determine the availability of services for assignment purposes. AFMS additionally supports DoD civilian personnel who plan to take family members with special needs overseas. This directive establishes policy for managing the EFMP-M process throughout the AF.
- 2. The EFMP-M process supports:** AF readiness by promoting access to family member health care and by decreasing barriers to free and appropriate public education for the children of military and civilian sponsors. It ensures AF compliance with DoD policy pertaining to mandated services for individuals with special needs. AF EFMP-M promotes health and education through broad-based awareness activities and information technology. The goals are to ensure appropriate access to information and care, and to prevent untimely relocations from areas where medical services and special education services are not available for family members. The primary considerations under EFMP-M are the safety of family members requesting government-sponsored travel to accompany sponsors, and the protection of their federal entitlements.
- 3. Military Treatment Facilities (MTFs) will:** identify special education and medical needs of military family members and document them for the purpose of assignment coordination. AFPC will ensure military and civilian sponsors are informed of the requirements and procedures for family member screening prior to OCONUS travel at government expense. AFPC will ensure appropriate confirmation of needed medical and educational service availability by the MTF prior to the issuance of PCS orders for active duty sponsors with special needs family members. AF EFMP-M will assist civilian personnel accepting employment overseas upon request by inquiring about service availability prior to family member travel.

3.1. Active duty sponsors of family members whose needs meet DoD criteria for special educational and medical services as specified in DoDI 1315.19 must be enrolled in the EFMP via MTF notification to AFPC, via the local Military Personnel Section (MPS) where applicable, to issue assignment limitation code "Q". An assignment coordination screening activity, the Family Member Relocation Clearance (FMRC) process, assesses the family members' medical and educational conditions and confirms the availability of required services for both CONUS and OCONUS relocations. The EFMP-M process supports the AF assignment function by informing AFPC, or other functionals that manage their own assignment process based upon statutory authority to do so, if specific needs cannot be met in a projected location prior to the issuance of travel orders. Command sponsorship for family members of active duty sponsors will not be offered for OCONUS travel where services do not exist to meet special needs.

3.2. The EFMP-M staff completes the FMRC process upon request for DoD civilians who accept

employment overseas and plan to travel with family members who have special needs. Information regarding the availability of needed medical and educational services at the gaining locations is provided through HQ USAF/A1, Civilian Personnel or their designees, to inform employees' decision-making prior to travel. Decisions regarding family member travel OCONUS remain with civilian sponsors. Civilian sponsors are not enrolled in EFMP.

3.3. The EFMP-M staff supports other DoD components in the determination of available services prior to family member relocation overseas upon request. These may include, but are not limited to, families of AF sponsors who are enrolled in EFMP or whose dependent(s) have medical needs which require travel determination by a gaining location and are assigned to State Department duties or as military attachés, families of AF Reservists on extended active duty, and families with sponsors of other branches of military service. While supportive coordinating and referral services are offered by EFMP-M for these families, these other DoD sponsors are not enrolled in AF EFMP.

4. This directive establishes the following responsibilities and authorities:

4.1. The Assistant Secretary of the Air Force, Manpower & Reserve Affairs (SAF/MR) provides policy oversight and guidance for EFMP-M policy.

4.2. The Deputy Under Secretary of the Air Force, International Airmen Division (SAF/IAPA) reviews family relocation clearance packages regarding AF Attaché assignments.

4.3. AF/SG implements policy and advocates for the Air Force EFMP-M process. AF/SG interfaces with SAF/MR and the staff of the Office of the Secretary of Defense to develop proposed policy and legislative initiatives.

4.4. The Air Force Medical Operations Agency (AFMOA) acts as the agent for AF/SG in carrying out the AF's approved and directed policies of prevention, record keeping, reporting, and program evaluation.

4.5. The Program Manager, AF Programs for Families with Special Needs (AFMOA/SGHW), advises the Air Force Surgeon General to form plans and policies for the EFMP-M process and tracks and reports AF implementation of DoD policies.

4.5.1. Ensures the maintenance of a data collection system and informational website for EFMP-M staff, sponsors, and family members. Ensures access to protected health information stored in AF-wide data systems is appropriately controlled and monitored.

4.5.2. Conducts evaluation of AF-wide data, performance standards, program components, and other research that directly contributes to the success of the EFMP-M and continuous process improvement.

4.5.3. In collaboration with the Air Force Inspection Agency (AFIA), monitors the implementation of approved policy, of current practice standards, and the overall quality of installation EFMP-M programs/services. Analyzes noted trends from the program evaluation processes, and applies findings from research, to recommend enhancements to quality monitoring standards.

4.5.4. Provides oversight, resources, education, training, and program guidance to all personnel involved in the AF EFMP-M to ensure compliance with AF guidance for EFMP-M. Provides data and information in support of training or briefing development to MAJCOMs, to unit commanders, and to AFMOA-sanctioned entities upon request.

4.5.5. Provides consultation on the AF EFMP-M to DoD and other officials. Contributes to the development of DoD Directives, Instructions, data requirements, and participates in DoD Integrated Process Teams. Interacts with US Army, US Navy, and Marine Corps EFMP Managers and supports joint initiatives that enhance services to DoD families.

4.5.6. Reviews medical summaries, searches military medical electronic health records in the Armed Forces Health Longitudinal Technology Application (AHLTA), extracts relevant data from other AF sanctioned databases, and evaluates medical information submitted from various agencies in support of clearances requiring assistance beyond the base level EFMP-M office.

4.5.7. Coordinates relocation actions with non-medical AF and DoD entities, advocating for medical needs of family members, while ensuring appropriate protections of family member privacy/confidentiality.

4.6. The Family Medical Consultant (AFMOA/SGHM), or designee if unavailable, provides clinical oversight to ensure that Major Command Surgeons (MAJCOM/SG) comply with the FMRC process for active duty members with embassy attaché and/or State Department duties. AFMOA/SGHM coordinates with representatives of Combatant Commands where AF MAJCOMs have no direct oversight of services to family members, and coordinates with AFMOA/SGHW as needed.

4.7. MAJCOM/SGs support and monitor the EFMP-M process to ensure their installations comply with DoD and AF policy. Additionally, gaining OCONUS MAJCOM/SG or their designees:

4.7.1. Provide oversight and management of the family member clearance process in support of families of DoD civilians and those assigned to embassy attaché and/or State Department duties.

4.7.2. Coordinate with TRICARE Regional Offices as needed to determine available services for civilian and attaché clearances.

4.7.3. Ensure coordination with regional Department of Defense Dependent Schools (DODDS) personnel and the responsible Defense Department for Educational and Developmental Intervention Services where special needs are identified in children of active duty or civilian sponsors requesting government-sponsored travel into the MAJCOM.

4.8. AFPC, through MPS Commanders, ensures the establishment and monitoring of procedures that support the coordination of accompanied assignments of active duty personnel with the MTF EFMP-M process, according to DoD and AF Policy and implementing guidance.

4.9. AFPC/DPAPH, or other functionals that manage their own assignment process based upon statutory authority to do so, manages EFMP Reassignments when services for newly identified medical or educational needs are unavailable, or when violations of the assignment coordination process have occurred. These violations may include those in which a previously existing condition was not properly identified by the losing MTF, those in which a sponsor withheld information or did not fully participate in the EFMP-M process, or those in which an error in processing assignment orders occurred prior to completion of the FMRC process. EFMP Reassignment is described in AFI 36-2110, Attachment 25.

4.10. AFPC and AFMOA/SGHW will ensure education on DoD and AF Policy issuances regarding family member travel requirements and the EFMP-M process to all active duty personnel, and to civilian personnel accepting overseas employment.

4.11. Unit commanders will ensure appropriate actions are taken when there is evidence that active duty sponsors willfully violated the FMRC process, either through refusal to fully participate in the screening process or through disregard of official recommendations against family member travel. All active-duty sponsors will comply with procedures for identifying family members with special needs, with EFMP enrollment procedures, and with established procedures for the review of those special needs prior to relocating family members at government expense.

4.12. Civilian Personnel staff involved in civilian employee recruiting, hiring, and relocations will ensure DoD employees are aware of the coordinating supportive services available to them through EFMP-M for family members with special needs. Civilian Personnel will ensure appropriate notifications are made to those considering overseas employment in accordance with (IAW) DoDI 1315.19.

4.13. Civilian Personnel employees will follow Civilian Personnel guidance and DoDI 1315.19 regarding screening procedures for civilian employees' family member travel overseas. MTF Special Needs Coordinators (SNCs) may determine the availability of special medical and educational resources at projected locations upon request of the civilian employee. The MTF provides information to support those selected for overseas positions in making the best decisions possible for their special needs family members. Civilian employees maintain the responsibility for obtaining and paying for needed care for family members when choosing to relocate them overseas. The exception is for those services authorized under DoDI 1342.12 to support a free, appropriate public education for eligible minor children as would be provided under IDEA.

5. Standards of Care: MTF Commanders and personnel will comply with DoD issuances, AF policies pertaining to family members with special needs, the AFIA, the Accreditation Association for Ambulatory Health Care, and The Joint Commission standards. Standards of Practice: Standards of practice are the parameters of service provision as permitted by licensure and accrediting bodies. The scope of practice for medical providers is covered in AFI 44-119, *Medical Quality Operations*, August 16, 2011.

6. Standards of Performance: AFPC/DPAPH and AFMOA/SGHW will measure the standards developed by OSD centrally and report annually to OSD (P&R) on the effectiveness of AF processes as specified in DoDI 1315.19, para. 5.4.15.

7. This policy applies to all military and civilian beneficiaries who are entitled to receive care in an MTF. Additionally, DoD civilians not normally served by the MTF are supported upon request for inquiries into the availability of care for special needs family members when planning travel overseas.

ERIC K. FANNING
Acting Secretary of the Air Force

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

Title 10, United States Code Section 1076, Medical and Dental Care for Dependents: General Rule

Title 10, United States Code Section 8013, Secretary of Air Force

Title 20, United States Code Section 1400 et seq.

Individuals with Disabilities Education Act: <http://idea.ed.gov/>

DoDI 1315.19, Authorizing Special Needs Family Members Travel Overseas at Government Expense, December 20, 2005, Incorporating Through Change 1, February 16, 2011

DoDI 1342.12, Provision of Early Intervention and Special Education Service to Eligible DoD Dependents, April 11, 2005

AFPD 40-6, Educational and Developmental Intervention Services, June 30, 2006

AFI 33-332, Air Force Privacy Program, May 16, 2011

AFI 36-2102, Base Level Relocation Procedures, September 18, 2006

AFI 36-2110, Assignments, September 20, 2009

AFI 36-3020, Family Member Travel, October 22, 2009

AFI 41-210, TRICARE Operations and Patient Administration Functions, June 6, 2012

AFI 44-119, Medical Quality Operations, Aug 16, 2011

AFMAN 33-302, Freedom of Information Act (FOIA) Program, October 21, 2010

AFMAN 33-363, Management of Records, March 1, 2008

Adopted Forms

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

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFIA—Air Force Inspection Agency

AFMOA—Air Force Medical Operations Agency

AFMOA/SGHM—Air Force Medical Operations Agency/Provision of Medical Care Division

AFMOA/SGHW—Air Force Medical Operations Agency/Mental Health Division

AFMS—Air Force Medical Service

AFPC—Air Force Personnel Center

AFPC/DPAPH—Air Force Personnel Center, Humanitarian/EFMP Assignments Branch

AFRC—Air Force Reserve Command
AF/SG—Air Force Surgeon General
AHLTA—Armed Forces Health Longitudinal Technology Application
CONUS—Continental United States
DOD—Department of Defense
DODDS—Department of Defense Dependent Schools
DODI—Department of Defense Instruction
EAD—Extended Active Duty
EDIS—Educational and Developmental Intervention Services
EFMP—Exceptional Family Member Program
EFMP—M—Exceptional Family Member Program-Medical
FDI—Facility Determination Inquiry
FMRC—Family Member Relocation Clearance
FOIA—Freedom of Information Act
IAW—In Accordance With
IDEA—Individuals with Disabilities Education Act
MAJCOM—Major Command
MAJCOM/SG—Major Command Surgeon General
MPS—Military Personnel Section
MTF—Military Treatment Facility
MTF/CC—Military Treatment Facility Commander
OCONUS—Outside the Continental United States
OPR—Office of Primary Responsibility
PCS—Permanent Change of Station
RDS—Records Disposition Schedule
SAF/IAPA—Secretary of the Air Force, International Airmen Division
SAF/MR—Secretary of the Air Force, Manpower & Reserve Affairs
SNC—Special Needs Coordinator

Terms

Exceptional Family Member Program—Established by the DoD to identify and serve sponsors with family members who have special needs. The AF EFMP consists of EFMP-Assignments (EFMP-A), EFMP-Family Support (EFMP-FS), and EFMP-Medical (EFMP-M).

Collaboration between the three facets of the program ensures appropriate assignment considerations, and in-place support for active duty members with special needs dependents.

Facility Determination Inquiry—The mechanism used by AF EFMP-M offices to forward documented family member special needs (medical and/or educational) to gaining MTFs for the review of available services.

Family Members—The spouse, child, or other person actually residing in the member's household who is dependent on the member for over half of his or her financial support.

Family Member Relocation Clearance—The coordination process between the MPS (for active duty sponsors), the Civilian Personnel office (for DoD civilian employees), and the MTFs (both at losing and gaining installations) that supports family member travel in conjunction with assignment or employment activities. Family Support Centers, Family Member Programs, and Housing Management may be asked to provide resource information to support sponsors relocating with their special needs family members.

Military Treatment Facility—A DoD health care provision location, whether clinic or hospital.

Special Educational Needs—The educational needs of a family member who meets DoD criteria for identifying a family member with special needs as defined in DoDI 1315.19, Enclosure 4.

Special Medical Needs—The medical needs of a family member who meets DoD criteria for identifying a family member with special needs as defined in DoDI 1315.19, Enclosure 4.

Special Needs Coordinator—Designated in writing by the MTF/CC, the SNC is the medical officer or officer-equivalent responsible for implementation of EFMP-M at the base level.

Special Needs Identification—The mandatory process for all base agencies to identify and refer active duty family members with special needs in order to ensure family member access to required services at current and projected assignments. It is also the process used by Civilian Personnel to inquire of the presence of special needs among family members of civilian personnel who have accepted employment overseas and plan to take accompanying family members into OCONUS areas.

Q-code—Designation for the assignment limitation code "Q" that is placed in AFPC's database of Air Force personnel when a sponsor has one or more family members that meet(s) DoD criteria for the Exceptional Family Member Program.