



EFMP Assignment Coordination

Army National Guard Family Member Travel Screening Instructions

WHO:

- All family members who will accompany the Soldier to an overseas location (including Hawaii and Alaska) at government expense must be screened for special medical or educational needs (CONUS-to-overseas or overseas-to-overseas assignments) in accordance with DODI 1315.19, AR 608-75 and NGR 608-1. Screening must be completed, and family member travel approved prior to adding dependents to orders.
- All family members who require special services due to an identified diagnosis are mandated enrollment.

WHAT:

- Provide past 5 years of records for each family member to the Military Treatment Facility (MTF) EFMP office for review as soon as possible. If PCM or specialist is civilian provider, DD Form 2792 will need to be completed.

WHEN:

- Family Member Travel Screening (FMTS) must be initiated within 30 days of receipt of assignment instructions, as this process can take 30-90 days to complete. Assignment report date must be within 365 days to begin the screening process.

WHERE:

- Via Enterprise EFMP (E-EFMP) and the MTF EFMP Office responsible for the area where your family members are located. The MTF will provide instructions and complete the FMTS process before it re-enters the personnel channels within the integrated E-EFMP system.
- To find your servicing MTF, go to: <https://efmp.amedd.army.mil/Contact-Us/>

WHY:

- To ensure Soldiers are assigned to locations where Family members who have special needs can receive necessary services.

HOW:

- Soldier initiates the FMTS Packet in E-EFMP: <https://efmp.army.mil/EnterpriseEfmp/>
- Ensure Family members of majority age have their own unique email address and have or create a DS Logon to sign their own documents. The Soldier will not be able to see their documents within Enterprise EFMP (E-EFMP), just their progress in the system.
- The system generates the required EFMP documents (DA Form 5888/DA Form 7246) based on Soldier's selections.
- MPD must authenticate Part A of the DA 5888 prior to the MTF receiving the packet.

***All Army National Guard Soldiers select "Arlington, VA (National Guard)" for servicing MPD location in E-EFMP.**

- Contact the EFMP Office at your servicing MTF to schedule an overseas FMTS appointment.
- The DA Form 5888 is signed by the EFMP Medical Screening Provider after the FMTS appointment is complete.
- If EFMP enrollment is determined to be warranted, the EFMP office will provide support to complete enrollment.

****The FMTS packet does not continue processing until any enrollment/update is complete.**



ARNG EFMP Office-National Guard Bureau

ng.ncr.ngb-arng.mbx.arng-efmp@army.mil

(703) 607-3434 / (703) 601-8296

