



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 medical records for each family member to the Military Treatment Facility (MTF) EFMP office for review as soon as possible. If PCM or specialist is a 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. The 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.army.afpims.mil/Contact-Us/CONUS-Map/>

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 will generate the necessary forms for the screening based on Soldier's selections.
- For Army National Guard Soldiers, the servicing MPD location in E-EFMP is 'Arlington, VA (National Guard).' The MPD will authenticate part of the DA Form 5888 before routing to the servicing MTF for the completion of the screening.
- Contact the EFMP Office at the 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 Case Coordinators will give guidance throughout the enrollment process if needed, ensuring all requirements are met before the screening is finalized.



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