Exceptional Family Member Program Checklist

For new Command Sponsorships, FSTE, COT, or IPCOT requests:

- ☐ Ensure all Family Members are enrolled in DEERS.
- ☐ Ensure all Family Members are enrolled with Bassett by stopping by the PAD office (or call 361 -5720)
- ☐ Ensure all Family Members have had physicals:
  - ▪ **For dependents aged 6 and older** -Physical exams must have been within the past 12 months. Family members over 18 and new to the military system will need to provide 5 years of medical records from their previous provider and any specialty care mentioned will need notes too i.e. dermatology, behavior health. PAD can also assist with requesting these records.
  - ▪ **For dependents aged 5 and younger** -Physical exams must have been completed in the past 6 months.
- ☐ If care is received on-post, please call 907-361-4000/4001 to schedule a physical.
- ☐ If your dependent's care is received off-post, provide off-post physical and 5 years of records for review. *We cannot take Concentra (urgent care) physicals or summary of care documents. OB intake and ETS physicals can be reviewed and approved on a case-by-case basis.*
- ☐ Once all records are obtained, complete the Command Sponsorship screening packet online (this will be your electronic 5888 and 7246), **upload all documents to the packet** and submit to MPD.
- ☐ at E-EFMP by following these steps:
  - ▪ Log into Enterprise EFMP **efmp.army.mil/enterpriseefmp/**
  - ▪ **Click "Start Package"**
  - ▪ **For command sponsorship or extensions, click "Overseas Travel Screening." This should lead you to a drop-down menu where you can choose "Command Sponsorship."**
  - ▪ **Please upload medical records directly to packet.**
  - ▪ **If your family member is not located at Fort Wainwright, you will need to complete a contact sheet and upload to the packet. Please remember to rename it ("your last name" contact sheet.) You will also need to email the contact sheet to Bassett EFMP, see back page for email. We will send it to your family member's local EFMP office.**
  - ▪ **Make sure your email, address and phone number are correct in Enterprise. This is how we will contact you with questions. (Yes, you can change your email to a personal one if you cannot access your military email. You do this under the settings tab.)**
  - ▪ **Do NOT click "enrollment" or "enrollment update."**
  - ▪ **There are training slides in E EFMP to assist with creating a packet.**
- ☐ Once the packet is received, Family member(s) will be called to schedule a sit-down appointment with the EFMP Provider to complete Command Sponsorship screening. *This is different from the physical required in the beginning.*
- ☐ If a Family Member is identified as warranted for enrollment, you will be given further instruction on how to complete this.

Link to obtain DS log-in:

https://www.dmdc.osd.mil/identitymanagement/app/login or scan this code. **Please see "Need Support" tab for extra assistance. Service Member and Family Members over 18 will need their own log-ins. This is the same log in you would use for access to the Genesis Portal.**

Link to Enterprise EFMP (E-EFMP):

https://efmp.army.mil/EnterpriseEfmp/Login or scan this code.

****When emailing EFMP, please include the Sponsor's name, DOD, and a good contact number.****

Questions or Concerns:

Please e-mail us at usarmy.wainwright.medcom-bsac.mbx.meddac-ak-efmp@health.mil