



## Instructions for Army EFMP - MEDICAL

### Family Member Travel Screening (FMTS) for JBER, AK



<https://efmp.army.mil/EnterpriseEFMP/>

**Overseas Screening (OSS)** Includes AK, HI, & outside continental US

**Command Sponsorship (CS)**

**In-Place Consecutive Overseas Tour (IPCOT)**

**Foreign Service Tour Extension (FSTE)**

You must **UPLOAD** copies of required documents as a .PDF into your FMTS OCONUS package if any civilian medical care is received for primary care and or specialty care including behavioral health/mental health/counseling, pediatrics, OBGYN, etc., before the FMTS process can be completed and command sponsorship determined.

- Signed DD form 2792 – Required for everyone receiving civilian medical care, family members already identified and enrolled in the EFMP, family member newly identified by PCM and specialists
- Signed DD Form 2792-1 – required for any child receiving special education services and if a child has an Individual Education Plan (IEP) with their education or special education program, also applicable for disenrollments
- Copy of the IEP must accompany DD form 2792-1.

**NOTE - Off-post civilian medical records must be submitted for review.** Per regulation, we review medical conditions within the last 5 years. We require a copy of a recent physical within the last 12 months for ages 6 years and older and a copy of a physical within the last 6 months for those age 5 years and under. If you have not completed a physical within the specified time, schedule one with your PCM and or specialist. We cannot use ER notes, Urgent Care, or Acute Care type physicals. The EFMP office will be **SCREENING** the medical physicals for any conditions that may warrant EFMP medical/educational **ENROLLMENT**. FMTS is a Department of Defense (DoD) and Army requirement for accompanied OCONUS location assignments. Enrollment for identified dependent family members in the EFMP is a mandated requirement by DoD and Army – enrollment is not optional.

Create your FMTS package in the E-EFMP after all appointments are completed and medical documents are ready to upload into the package as a .PDF. If your family is not residing in Alaska, create your FMTS package in the E-EFMP website but answer *NO* to the question asking if your family resides with the sponsor and enter the correct physical address where each family member resides, contact, and email. Your family member must obtain the above records if any medical care is received off-post. For geographically separated family members (not living with you in Alaska) fill out a Contact Sheet and upload to your FMTS package. Your FMTS package will be transferred to the responsible Army EFMP office near your family member. Your family member will be contacted to provide copies of the above medical records and documents.

**Status updates are provided in the Package History tab of each package. This is the same status that EFMP, MPD, HRC staff can see. Utilize the E-EFMP website for status updates. Please all 30 days for processing once all required medical records and documentation has been submitted. Most delays are due to staff waiting for complete records and documentation to be submitted.**

Please send ALL EFMP related feedback to: [usarmy.pentagon.hqda-dcs-g9.mbx.efmp@army.mil](mailto:usarmy.pentagon.hqda-dcs-g9.mbx.efmp@army.mil)