FAMILY MEMBER RELOCATION CLEARANCE (FMRC) CHECKLIST

***Please complete this checklist first. The Family Medical and Educational Clearance process can take up to 90 days to complete……there are many variables involved……………………………………………………………..PLEASE DO NOT WAIT UNTIL THE LAST MINUTE. RNLT must be within 6 months of clearance appointment. All instructions and forms are attached… please review the FMRC Checklist, it lists all needed forms and identifies the process in detail.

******Please do not sell your house, cars, etc. until this process is COMPLETE. If you do******
and your family is not cleared to go with you, it’ll be a lonely trip and your family
will need to find shelter and transportation.

CONUS Assignments – mandatory for ALL family members with any medical and/or educational needs

OCONUS Assignments – mandatory for all family members traveling in conjunction with sponsor’s PCS.

This process must be completed before the EFMP-Medical off can sign you off on the Virtual MPF
and before your family is added to your travel orders and, please plan ahead to prevent hardship on
you and your family.

This checklist should help the process go smoothly. Please keep in mind that collecting needed medical and
educational documents for this process can take time. All forms listed below may be reproduced.

For your initial visit with the FMRC Coordinator you will need the following materials completed as indicated:

___ AF Form 1466 (2011 version), Request for Family Member’s Medical and Education Clearance for
Travel. Sponsor must complete Sections I through V; Spouse and adult family members must complete
page 1, may use copies if needed.

___ AF Form 1466D (2002 version), Dental Health Summary, must be completed for each family member
aged two years and older. This form is only needed for an OCONUS PCS. It is to be completed and signed
by a civilian dental provider.

___ DD Form 2792-1 (Aug 2014 version), Special Education/Early Intervention Summary, must be
completed for all children aged birth thru high school graduate. Sponsor or spouse completes page 2 (of 3
pages) page 3 is completed as applicable per instructions on the form. NOTE: If there is an IEP or an IFSP
in place, a copy must accompany the DD 2792-1. This form is required for OCONUS travel but is only
required for CONUS travel if a family member has an education need.

___ DD Form 2792 (Aug 2014 version), Family Member Medical Summary must be completed by the
servicing physician, i.e, PCM, specialist or off-base provider. If the form is for a minor, pgs 1, 2 & #11 on
pg 3 must be completed by the parent; an adult or child of majority age will complete pgs 1, 2 & #11 on pg
3 of their own form (please ensure pg 1 & 11 on pg 3 are signed). EFMP-M Staff will complete the
remainder of page 3. The Medical Summary (Pages 4-7) must be completed and signed by the serving
physician. The Addendum pages 8-11 are only completed and signed if the specific conditions apply
The 2792 may require waiting until an appointment is available with the medical provider, please plan
accordingly to prevent delays.
Copy of Civilian Medical Record. Please attach a copy of Civilian Medical records for all family members who are not seen at the Medical Treatment Facility (MTF). If the medical record is maintained at the MTF it is available for EFMP/Medical staff review.

Once ALL the documents above are completed, call the FMRCC (Family Member Relocation Clearance Coordinator) at 405-582-6025 or 405-582-6023. You will need to make an appointment so that the FMRCC can review the completed documents and then schedule you and your family for the FMRC “Clearance appointment.”

At the FMRC “Clearance appointment”, the sponsor and family members will meet with the FMRC/EFMP-Medical Team: 1. Surgeon General of the Hospital (SGH) 2. Special Needs Coordinator (SNC) 3. Family Member Relocation Coordinator (FMRCC). During the appointment period, an adult family member may request individual time with the SGH and SNC. A Facility Determination Inquiry (FDI) package will be sent to the gaining base for review to check for service availability. It may be necessary for the family to provide additional documentation following this appointment. Providing requested information as soon as possible will speed up the process.

If you have any questions, please contact your EFMP-Medical Team:

FMRCC – Jeniffer Mackey – 405-582-6025
SNC – Laurie Logan – 405-582-6028
EFMP Fax: 405-736-3804

The EFMP-Medical Office is on the ground floor of the MTF directly below the Pharmacy in room number GBC6.