

CLEARANCE PROCESS FOR ANDERSEN EFMP MEDICAL OFFICE COMMAND SPONSORSHIP REQUESTS

We know this process is lengthy. Please utilize this checklist to guide you step-by-step along the way to alleviate any delays from start to finish. Incomplete documents may cause a delay in processing time, and we know how valuable time is when it comes to your family. Submit your completed package (all required forms and documents) to the EFMP-M Org Box:

(usaf.andersen.36-mdg.mbx.fmts@health.mil)

Step 1 - Sponsor Verification – Collect/Complete the Following:

- A copy of sponsor orders to Guam
- DD Form 1172-2, “Application for Identification Card/DEERS Enrollment” from the MPF.
 - ❖ Under Section II, ensure there is an approved signed seal under the heading “Notary Signature and Seal”. If there is not an approved seal, stop by the Customer Service section in MPF to request a printed copy of the DD Form 1172-2
 - ❖ If you have been to the MPF section, you can follow the instructions in the PDF to review/save your e-copy of the DD Form 1172-2

If you gained your dependents AFTER arrived at this duty station, you may proceed to step 2.

****If your situation does not meet the requirements above to initiate the process, please reach out to the EFMP-M office for assistance via e-mail: usaf.andersen.36-mdg.mbx.fmts@health.mil**

Step 2 - Military Health System Registration

- Stop by the Tricare Enrollment office at the Andersen Clinic to mini-register your dependent(s) the Military Health System (MHS) GENESIS for future medical appointments
 - ❖ Make sure to wait at least 24 hours from enrolling dependents into DEERS before going to Tricare
 - ❖ **Make sure your dependent's medical records have been received by Andersen Clinic prior to scheduling future appointments**

If you do not current medical records, start to collect documents from the PAST 5 YEARS for each dependent requesting command sponsorship to provide prior to the completion of the DD Form 2792:

- Medical records (from family doctor, specialist seen for more than 6 months, and from any surgeries, hospitalizations, and serious/life threatening procedures)
- Medication records
- Immunization records

****NOTE:** Medical records are the preferred source of medical history and will only be waived for extenuating circumstances. Dependents must make all efforts to obtain records from the past 5 years.**

- DD 2870 "Authorization for Disclosure of Medical or Dental Information" included to request off base records be sent to Andersen Clinic.

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Step 3 - Complete Required Forms Below:

- AF Form 4380: "Air Force Special Needs Screener"
 - ❖ 1 per Family
 - ❖ Complete the "Sponsor's Information" and "Sponsor's Family Information" sections
 - ❖ Sponsor sign and date on bottom of form

- AF Form 1466: "Request for Family Member Medical and Educational Clearance for Travel"
 - ❖ 1 per Family
 - ❖ Current orders to Guam information in section I
 - ❖ Answer all questions on pages 1-3
 - ❖ DO NOT FORGET: indicate in section II: Not Traveling Dependents, "0" and sign
 - ❖ Please have a medical provider complete page 4, section VI
 - ❖ Ensure sponsor information is at the top of each page.

- DD Form 2792: "Family Member Medical Summary"
 - ❖ 1 form per dependent requesting command sponsorship
 - ❖ Bring this form to your command sponsorship medical appointment for the provider to complete
 - ❖ Page 2 – The patient (18 years of age or older), sponsor, parent, or guardian is required to sign
 - ❖ Page 3 – Complete "Demographics / Certification: To be completed by the Sponsor, Parent or Guardian, or Patient"
 - Complete top line of page
 - Complete blocks 1. Thru 6c(3).
 - Page 3 – Under "Certification" section, the sponsor, parent, guardian or patient 18 years of age or older, must complete boxes 9a. thru 9c. after seeing the provider and certifying information provided is complete and accurate
 - ❖ Pages 4 thru 8 – Complete the top line of pages ONLY

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Step 3 continued - Complete Required Forms Below:

- DD Form 2792-1: "Early Intervention / Special Education Summary"
 - ❖ 1 form required for each child you are requesting command sponsorship for
 - ❖ Answer all sections on the two pages
 - Page 2 – Complete blocks 1 thru 7d
 - Page 3 – Complete blocks 9a thru 10d
 - ❖ Page 3 – Blocks 11 thru 16: This is to be **completed by the child's school or early intervention service** (if child attends school of any kind)
 - If dependent(s) are receiving education services through an individual education plan (IEP) or Individualized Family Support Plan (IFSP) with a school, school district, or early prevention program the **IEP/IFSP must be included**
 - If your child is not in school (e.g., children younger than preschool age and homeschooled children) and does not have identified educational needs, page 3 is not required
 - ❖ **Only completed DD 2792-1 if you are Command Sponsoring children school age (4-18)**

- AF 1466D: "Dental Health Summary"
 - ❖ 1 form per dependent over the age of 2 requesting command sponsorship
 - ❖ Must be filled out and signed by a dentist
 - ❖ If dependent(s) do not have an established dentist please be advised, there is NO dental coverage for dependents in the military treatment facility (MTF)
 - ❖ You will need to enroll your dependent(s) to United Concordia to receive dental care. For more information, please visit the TRICARE office at Andersen Clinic or contact United Concordia: <https://www.uccitdp.com/> 844-653-4060
 - ❖ If dependent(s) have an established dentist at a previous location and were seen within the last 6 months please contact that office to have 1466D filled out and returned

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Step 4 – Submit Your Completed Package (all required forms and documents) to the EFMP-M Org Box: (usaf.andersen.36-mdg.mbx.fmts@health.mil)

- Send an e-mail to the EFMP-M organization box with all completed forms and medical documentation
 - Subject line of e-mail (“Command Sponsorship Request – Sponsor Last Name”)
 - The office does not accept partial packages
- Please allow up to 90 days for thorough review/processing
- Monitor your e-mail for any corrections required to your package submission
 - If corrections are required or documents are missing, the 90 days will restart when a complete package is received

Command Sponsorship Review Team:

- ❖ **Should your dependent(s) not be medically and/or educationally recommended for command sponsorship, please contact our team to set up a counseling session with a Special Needs Coordinator (SNC) to review your options**

Step 5 – Open AF Form 1466 Once Received from the EFMP-M Office

- Page 5 – Under heading “Family Member(s) travel is recommended” – the name(s) will be listed on the left side of the page for confirmation of approved dependent(s) for command sponsorship
 - If they are NOT listed under here, dependent(s) will be listed on the right side of the page under “Family Member(s) travel is not recommended” stating that they are not approved
 - If dependent(s) approved take AF Form 1466 to MPF to receive your Command Sponsorship Memo and amendment to orders
 - For further assistance, request an appointment with the SNC by sending an e-mail to usaf.andersen.36-mdg.mbx.fmts@health.mil

Step 6 – Enroll into TRICARE Prime with TRICARE enrollment office

- Visit the TRICARE Enrollment office within 90 days and bring the following items with you:
 - Identification for Sponsor and all involved dependents
 - Copy of signed AF Form 1466
 - Copy of your MPF command sponsorship memo
 - A copy of the sponsor’s orders to Guam

CONGRATULATIONS! You are now completed with the Command Sponsorship Process!