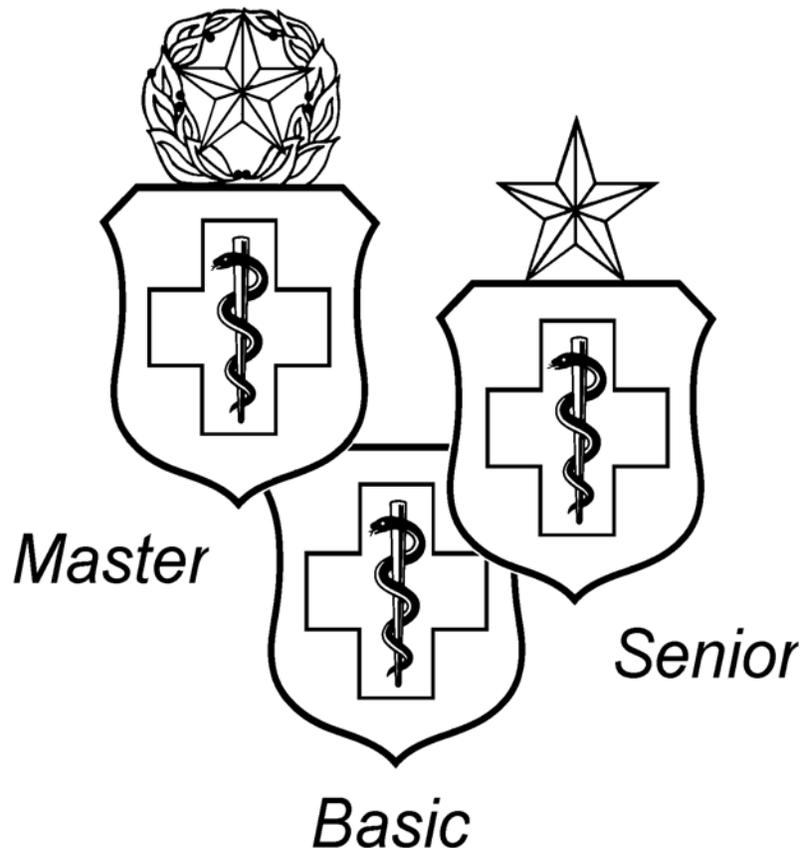


DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, DC 20330-1030

QTP 4C0X1 - 2
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MENTAL HEALTH SERVICE SPECIALTY FAMILY MEMBER RELOCATION CLEARANCES



**TRAINING THE BEST MENTAL HEALTH TECHNICIANS
FOR THE BEST AIR FORCE IN THE WORLD**

383 Training Squadron
Training Management Section
939 Missile Road STE 3
Sheppard Air Force Base, TX 76311-2262

PERFORM FAMILY MEMBER RELOCATION CLEARANCES

- SUBJECT AREA:** Family Member Relocation Clearance Process
- TASK(S):** Screening Air Force (AF) family member(s) for overseas relocation (CONUS to OCONUS) and CONUS to CONUS relocation for all Exceptional Family Members (EFMs).
- CFETP/STS REFERENCE(S):** 6.1.5.4.
- EQUIPMENT REQUIRED:**
1. AF Form 1466
 2. AF Form 1466A
 3. Family Member’s Outpatient Medical Records
 4. EFMP Record with Supporting Documentation
 - a. Medical Statements
 - b. Individual Educational Plan (IEP)
- TRAINING REFERENCE(S):**
1. AF Family Advocacy Standards
 2. AFI 40-301
- REMARKS/NOTES:** Review the steps of the process with the mental health technician and ensure forms and records are available.
- OBJECTIVE:** The trainee will successfully demonstrate without error the performance aspects of documenting family member’s medical and/or educational needs required for a projected assignment.
- EVALUATION INSTRUCTIONS:**
1. Use the performance checklist to ensure all aspects of the task are accomplished.
 2. Document task competency upon completion of the evaluation in the trainee’s OJT record. Initial evaluation should be documented in the CFETP. All recurring evaluations should be documented on AF Form 1098.
 3. The evaluator will **STOP** the trainee if more than two errors are noted and will immediately correct the trainee if performance could be detrimental to completing the requirements for the clearance process.

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MENTAL HEALTH SERVICE SPECIALTY

Volume 2: FAMILY MEMBER RELOCATION CLEARANCES

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PERFORMANCE ITEMS	SAT	UNSAT
PREPARATION		
1. Schedule patient/family members with appointment.		
2. Inform sponsor/spouse to bring all family member medical records listed on the AF Form 1466. <i>Note: Inform sponsor/spouse to establish medical record for new family members, and bring to appointment.</i>		
3. Inform sponsor/spouse to hand-carry a completed AF Form 1466 signed by either the commander or first sergeant to the appointment.		
4. Inform sponsor/spouse to bring completed AF Form 1466A for all school age family members. <i>Note: AF Form 1466A must be signed by an authorized school representative.</i>		
FAMILY MEMBER RELOCATION PROCESS		
1. Check AF Forms 1466 and 1466A for completeness.		
2. Check for current “Q” code.		
3. Check for existing mental health/family advocacy record.		
4. Review medical records of family members listed on AF Form 1466.		
5. If a medical and/or educational need is identified during the interview, ensure the following is done:		
a. Initiate the EFMP process, i.e., have sponsor/spouse complete EFMP administrative documentation.		
b. Brief sponsor/spouse on EFMP (1). Explain why enrollment is necessary. (2). Document that initial appointment (Intro to EFMP) for sponsor, spouse, and EFMP staff was made at current location, or that sponsor was briefed to contact EFMP staff at gaining location for initial interview.		
DOCUMENTING INTERVIEW		
1. Ensure medical and education services required by family members are documented on AF Form 1466 and 1466A.		
2. Ensure EFMP Officer signs AF Form 1466.		
3. Ensure all SF Form 600s are signed and placed in appropriate outpatient medical record.		
4. Forward AF Form 1466 and any additional information, if needed to the MTF/SG.		
FOLLOW-UP PROCEDURES		
1. Coordinate with projected MTF to determine if travel for family member(s) has been approved.		
2. If travel is approved, ensure the AF Form 1466 indicates services are available at MTF and approved for travel. <i>Note: If sponsor is enrolled in EFMP, forward EFMP record to gaining Family Advocacy Office.</i>		
3. If travel is disapproved, inform sponsor and MPF/Relocation Office of non-availability of services at projected MTF.		
4. File AF Form 1466 in appropriate area.		

