

FAMILY MEMBER RELOCATION CLEARANCE CHECKLIST

The Family Member Relocation Clearance (FMRC) is a mandatory process for all family members traveling overseas with their sponsors **and** for those sponsors with Q-code identification traveling to stateside or overseas bases. This process must be completed in order for your family members to be placed on your Permanent Change of Station (PCS) orders. The checklist and information below should help the process go smoothly. Please keep in mind that this process can take some time, therefore, the sponsor is advised to contact the FMRC coordinator to initiate the clearance within 7 working days of the initial outbound appointment. (The forms referenced below can be found at www.e-publishing.af.mil or email your FMRC)

For your initial appointment with the FMRC coordinator you will need the following:

_____ AF Form 1466, Request for Family Member's Medical and Education Clearance for Travel; Sponsor must complete pg 1, pg 2, and pg 5. Pg 3 will be signed during clearance appointment. If necessary the gaining base will complete page 4.

_____ AF Form 1466DO, Dental Health Summary (may be reproduced), must be completed for any family member over the age of **2** years and especially for those who has any unresolved dental care needs (e.g., tooth pain, orthodontics, periodontal conditions, TMJ/TMD).

_____ DD Form 2792-1, Special Education/Early Intervention Summary (may be reproduced), must be completed for **all children ages 3-21 and ages birth to 3 with an Individualized Family Service Plan (IFSP)**. Sponsor or spouse must complete sections 1 and 2. Sections 3 through 6 must be completed by school or early intervention personnel. When the child is home schooled the 2792-1 will be accomplished by the local school system stating if special education services are being provided by the school. This can be accomplished by the school signing the DD Form 2792-1.

_____ DD Form 2792, **Medical Summary**, must be completed for all dependants that are identified with a special need, with medical records at the Base MTF.

_____ DD Form 2792, Addendum 1, Asthma/Reactive Airway Disease Summary must be **completed** for any family member **with Asthma/Reactive Airway Disease**.

_____ DD Form 2792, Addendum 2, **Mental Health Summary**, must be completed for any family member with past or present history of any mental health services, e.g., counseling psychiatric/psychological, group sessions, substance abuse, Family Advocacy Program involvement.

At the FMRC screening appointment, the sponsor and all family members will meet with the FMRC, Medical Provider and Special Needs Coordinator. If special needs exist they will establish the Facility Determination Inquiry package. It may be necessary for the family to provide additional documentation following this appointment.

A recommendation for travel from the gaining base will take a maximum of 2 weeks to process from the time the Chief of Medical Staff signs the AF 1466.

If you have any questions, please feel free to contact your FMRC coordinator.