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EFMP Family Support Mandatory Requirements

EFMP sponsors will work with EFMP Family Support Coordinators to complete mandatory items on their vMPF checklist. These items are required prior to receiving orders. Parts of the process can be completed by the spouse and/or caregiver. Service members will be included in the correspondence. The purpose is to ensure we assess areas of need, address them, and provide a warm handover to the gaining base.

Steps to complete these items are below and communication can be initiated by emailing your EFMP FS Coordinators at: 6fss.fsh.efmp@us.af.mil.

Step 1: Complete and email the [Statement of Understanding](#).

Step 2: Complete and email the [Needs Inquiry Form](#).

Step 3: Schedule an appointment with EFMP Family Support (virtual or in person) to complete DD Form 3054 (Family Needs Assessment, Family Services Plan and/or Inter-Services Transitions Plan).

- While it is not recommended, families that wish to decline completion of the DD Form 3054 will have to do so in writing since it is a congressional mandate. This only applies to forms completed as part of the PCS process. You can do so by reading, signing and submitting [this form](#).

Step 4: When Steps 1 – 3 are completed, your EFMP Family Support Coordinator will provide a warm-handover to the projected gaining base EFMP Family Support Coordinator.

Step 5: EFMP Family Support Coordinator will clear you from vMPF Checklist. End of process.

If you have any questions, contact the EFMP Family Support Office.

<https://macdillfss.com/efmp-family-support/>