

PCSing IN: Steps for EFMP Families

Process Information

Once you have orders and/or upon arrival there are some additional steps you can take to ensure a smooth PCS as an EFMP family:

With Orders

1. If you're interested in base housing, get on the waiting list. ADA approved homes on base are limited and the housing office has a list of local homes. Call them at 813-828-3166 or 5404 and see the application process here: [Harbor Bay - MacDill Housing](#)
2. If your child has an Individual Education Plan (IEP) or 504 Plan, see the Special Education Section for steps to take to transfer it to our local schools: [EFMP Special Education](#). You can also reach out to our School Liaison Officer for additional education resources: [MacDill School Liaison Officer](#).
3. Reach out to losing base EFMP Family Support Coordinator for completion of congressionally mandated steps and warm handover to our EFMP Family Support Office. This will allow them to connect you with your local EFMP Family Support Coordinator and pass along areas of need where we can assist you and your family. A list of all Air Force EFMP Family Support Org Boxes can be found here: [DAF Family Vector - ORG Box](#)
4. You can contact your MacDill AFB EFMP Family Support Coordinator any time for assistance! See how we can assist you here: [EFMP Family Support](#)
5. Join the [MacDill AFB EFMP Facebook Group](#) and ask to be added to our EFMP Distribution list by emailing 6fss.fsh.efmp@us.af.mil.
6. Check out Military OneSource EFMP & Me Resources Tool: <https://efmpandme.militaryonesource.mil/>

Upon Arrival

1. Transfer from your current Tricare region to Tricare East, (www.tricare-east.com or 1-800-444-5445) ASAP.
2. Establish an appointment with your assigned PCM ASAP and ask for referrals to the needed specialists. Some additional tips are:
 - a. Hand-carry off-base medical records and school records with you to prevent delays in obtaining services.
 - b. Secure 3-month supply of any prescription medications before leaving the previous location.
3. If you have family members enrolled in Tricare ECHO, contact your current ECHO case management team and ask them to transfer your ECHO package, to include
 - a. Verification that your child is receiving various (i.e. ABA) services *and*
 - b. A copy of the authorization or referral to the appropriate Tricare region
4. Contact [MacDill AFB EFMP Medical office](#) to ensure they're aware of your family's, arrival.
5. Schedule an appointment with your [EFMP Family Support Coordinator](#) for a new or updated Family Needs Assessment and/or Family Services Plan.