

[PCSing OUT](#)

Family Member Travel Screening Process

View the [Family Member Travel Screening process flow chart](#)

Getting Started!

All active duty AF members HAVE to BEGIN this process the same way including:

- Everyone that is going CONUS
- Everyone that is going OCONUS
- Everyone without dependents
- Everyone with dependents regardless of whether or not they are currently living with you or plan to travel with you or don't plan to travel with you

Step 1: The active duty AF service member is notified of a new assignment.

- This assignment notification should guide you to log into vMPF to complete an "Initial Notification of Assignment Briefing" to complete a quick 2-12 question screener. If additional information is needed, MyVector will provide the link.
- Meanwhile, your assignment must be loaded by your MPF so you will be assigned an Assignment Number (this is important for processing your case through the MyVector system and eventually cutting your orders).

Step 2: Once you have completed that briefing on vMPF you will receive a vMPF notification page guiding you to MyVector to complete a questionnaire.

- Meanwhile, Outbound Assignments at your base (MPF) will load your vMPF Virtual Out-Processing Checklist.

Step 3: Go to <http://myvector.us.af.mil/myvector> (best in Chrome browser)

- Click "Sign Up" on the right hand side of the screen and follow the directions.
- ALL active duty AF members should now have a MyVector account.

Step 4: Now the system starts to delineate between who has dependents and who does not.

- All dependents listed in DEERS must be included in your clearance process, regardless of where they are located in the world -- they may be geographically separated from you, but as long as they are not legally separated and therefore no longer under you in DEERS, then you still have dependents and you still need to carry on through the process -- even if they are not traveling with you to your next assignment).
- If you do not have dependents you will not have a travel screening assigned to you.
- If you have dependents, you should now be prompted within your MyVector dashboard with a Notification/Alert that an "Assignment Travel Screening is Required"

Step 5: Go through the screener step by step. Follow the directions and use the help function if you get stuck.

- This screening completed through MyVector/EFMP Application allows for a comprehensive review of your family's current medical needs against the current and projected availability of resources at the gaining location.

- Next, click on MyVector in the top left hand corner of your screen.

Step 6: Once you are finished, you will submit your application to your losing base SNC (your EFMP Medical Team) who will process it and engage with you if they need you to make corrections or submit additional documentation.

- There is a messaging function within the Application at the bottom of the first summary page.
- We may need to trade back and forth taking “ownership” of the application between the sponsor and the EFMP Medical office as we work through this part of the process.

Step 7: Your losing (MacDill AFB in this case) Special Needs Coordinator (SNC / EFMP Medical Team) will submit the case to the Medical Administrators at the Central Cell when we are finished with our process.

Step 8: Your case will go through the Central Cell System - during which they may reach back to you/your losing EFMP M team for more information or clarification.

Step 9: At the culmination of your Family Member Travel Screening you will receive one of the following responses through the MyVector System:

- Dependents Approved => relocation with family members approved – MPF will be able to generate your orders now.
- Dependents Not Approved => relocation with family members is not approved – MPF will not cut your orders yet because you have options as to how to proceed.
 - Sponsor will be contacted by losing EFMP Medical Office/Special Needs Coordinator and an AFPC Assignments Navigator via email.
 - AFPC-EFMP Assignment Navigator will explain options available and offer the sponsor a phone appointment to discuss their case.
 - **Options include:** Diversion (new assignment), Deferment, Cancellation (unless mandatory mover), or Travel Unaccompanied.
 - Losing EFMP Medical Office/Special Needs Coordinator will assist those who wish to submit an appeal.
 - If member doesn't respond to requests for information or doesn't indicate they are working to get it within 14 calendar days, reconsideration is cancelled.

Contact EFMP Medical Office if you need assistance with any of the steps in this process!

<https://macdillfss.com/efmp-medical/>