

The U.S. Army Enterprise EFMP

User Guide: Enrollment for an Adult Family Member That Spawned from a Family Member Travel Screening

General Information and Navigation Tips

- Contact your EFMP Office when seeking guidance about how to complete the enrollment package.
- Your information is populated from DEERS. If you have any questions about information listed in the package or if it is incorrect, contact your EFMP Office for assistance.
- If there is a *red asterisk* * beside the question, that question is required to be answered.
- You can click the *question mark icon*, for more information about a question. A pop-up with additional information will appear.
- Click Continue to proceed to the next page, and Back to return to the previous page.

Service Member Enrollment Package Updates

Some Family Member Travel Screening (FMTS) packages will spawn a new package to enroll a family member into EFMP. You will receive the following updates when the enrollment package is created.

08/14/2023 at 03:42 PM

Package has been created

08/14/2023 at 03:42 PM

Travel screening process has initiated an EFMP enrollment and sent it to the MTF Case Coordinator for review

08/14/2023 at 04:03 PM

MTF Case Coordinator has initiated an EFMP enrollment

08/14/2023 at 04:04 PM

MTF Case Coordinator has requested the member sign the Authorization for Disclosure of Medical Information

Service Member Spawned Package Review

You can view the EFMP enrollment package(s) on your Actions page. You and your adult family member will be notified when an action needs to be completed.

EEFMP ^{Enterprise} Exceptional Enterprise Exceptional Enterprise Exceptional Enterprise	Q Sear	ch 🗋 My Actions	E Trends HP 🗸
My FFMP Actions			
Enrollment Summary	Q Search Packages X Status V Package Type V	Learn More	
EFMP EXPIRATION DATE N/A FAMILY MEMBERS (4)	2369 FORT CAMPBELL, KENTUCKY IN REVIEW UPDATED 14 AUG 2023 Travel screening process has initiated an EFMP enrollment and sent it to the MTF Ca Coordinator for review	3SE	View Details
 GP Ginny Molly Potter S AP Albus Severus Potter S LP Lily Luna Potter S 	2368 FORT CAMPBELL, KENTUCKY IN REVIEW UPDATED 14 AUG 2023 Travel screening process has initiated an EFMP enrollment and sent it to the MTF Ca Coordinator for review	ise	View Details
JP James Sirius Potter 🛇	2362 FMTS - FORT CAMPBELL, KENTUCKY Medical Director. Once they have been completed, this travel screening package with	FMP Il continue.	View Details

Service Member Spawned Package Review

Click *View Details* to view more information about the spawned package. To view the full contents of the package, click *View Package*.





Service Member Spawned Package Review

In your current view, you will notice an indicator next to the package number. You can click on this to see the history of the FMTS package this enrollment spawned from, along with any other enrollments created from it.

E E E F M P Exceptional Family Member Program
Package #2368 Package #288 Package #288 Package #288 Package #288 Packag
Purpose & Dis
Demographics

Enrollments Created From FMTS

FMTS Package: #2362

Enrollment packages have been created for each family member indicated by the EFMP Medical Director. Once they have been completed, this travel screening package will continue.

Enrollment Packages

Package #	Family Member	Status	
#2368	Lily Luna Potter / Child / 15	MTF Case Coordinator has been sent the package to begin the process of adding all medical providers for the enrollment.	3
#2369	Ginny Molly Potter / Spouse / 42	Member has begun the process of signing the Authorization for Disclosure of Medical Information	3

Close

×

Service Member Purpose & Disclosure

Every time an enrollment is spawned, you and the adult family member will need to complete the required steps for it. Begin by clicking *Get Started*.

E-EFMP Enterprise Exceptional Family Member Program	Q Search □ My Actions
← Package #2368 匆	⊘ Last saved 01 Jan 1900 at 00:00:00
Purpose & Disclosure	
Demographics	Welcome!
Disclosure Authorization	Welcome to Enterprise-EFMP, an online system designed to help you create and manage your EFMP requests including overseas Family Member Travel Screening, Enrollments, and Disenrollment. Throughout this application you may be required to provide information and upload documents related to your family's medical, dental and educational needs. If necessary, you can exit this application and resume at a later time - the timestamp above displays when your enrollment was last saved. If you have started this package in error, you may use the red "delete" button.

Service Member Purpose & Disclosure

Read the Purpose & Disclosure. To accept the agreement, click on the checkbox next to *"I accept the purpose and disclosure agreement"* and click *Acknowledge & Continue*.

Purpose & Disclosure

PURPOSE: Screening Verification, identifies the Family Member(s) of a Service Member who is requesting travel at Government expense and / or consideration for Command Sponsorship, including Service Members traveling to locations supported by the State Department. The DoD requires the Family Member(s) be screened prior to family travel.

PRINCIPAL PURPOSE(S): Information will be used by the Military Services during the Family Member Travel Screening portion of the assignment coordination process to identify Family Members with potential travel concerns, which may include medical, educational, and/or dental needs, to coordinate the availability of required services at the projected OCONUS or overseas location. Information submitted during this process will be used to capture fields for DA Forms 5888 and 7246. If determined to need EFMP Enrollment, then information will be captured for DD Forms 2792, 2792-1, and 2813.

DISCLOSURE: Mandatory for Military Personnel; failure or refusal to provide the information or providing false information may result in administrative sanctions or punishment under either Article 92 (dereliction of duty) or Article 107 (false official statement), Uniform Code of Military Justice. The DoD ID Number of the Sponsor (and the Sponsor's Spouse if dual Military) allows the Military Healthcare System and Service Personnel Offices to work together to ensure any special medical needs of your Family Member can be met at your next duty assignment. Family Member special needs are noted in the Official Military Personnel Files which are retrieved by Name and DoD ID Number.

CONSENT FOR ELECTRONIC SIGNATURE: You will need to sign various documents throughout this process. By accepting below, you are giving consent to utilize an electronic signature which will be placed onto the documents digitally.

I accept the purpose & disclosure agreement



Service Member Demographics

Review your demographics, current mailing address, and duty address, and make changes as needed.

Click Continue to proceed.

Soldier Demographics			
Please verify your demographics information below.			
Personnel Information			
Current Supervisor Email *		Current Commander Email *	
Branch of Service *		Status *	
Army	~	Active Duty	~
Rank / Grade *		MOS *	
Warrant Officer 1	~	140K - Air and Missile Defense (AMD) Systems Tactician	×v
Current Installation *			
FORT CAMPBELL, KENTUCKY	×v		
Sponsor Current Mailing Address		Mobile Phone *	
8008413005		5558675678	
Address Line 1 *			
Duty Address			
DSN Phone		Commercial Phone *	
		4568213365	
Address Line 1 *			
57 sweet st			
Addross Line 2			
Country *	City *	7in Codo *	Stato *
Linited States	Barbara	78226	State
	Back	ntinue	

Service Member Disclosure Authorization

Before you can submit the enrollment package for review, it will need to be reviewed and signed by the adult family member.

I understand that:

- a. Failure to release this information or any subsequent revocation may result in ineligibility for accompanied family travel at government expense.
- b. I have the right to revoke this authorization at any time. My revocation must be in writing and provided to the facility where my or my child's medical records are kept. I am aware that if I later revoke this authorization, the person(s) I herein name will have used and / or disclosed protected information on the basis of this authorization. My revocation will have no impact on disclosures made prior to the revocation.
- c. If I authorize my or my child's protected health information to be disclosed to someone who is not required to comply with federal privacy protection regulations, then such information may be re-disclosed and would no longer be protected.
- d. I have a right to inspect and receive a copy of my own or my child's protected health information to be used or disclosed, in accordance with the requirements of the federal privacy protection regulations found in the Privacy Act and 45 CFR 164.524. I request and authorize the named provider / treatment facility to release the information described above for the stated purposes
- e. Refusal to sign does not preclude the provision of medical and dental information authorized by other regulations and those noted in this document.

All family members must accept and sign before you can submit. The following family members still need to sign:

Ginny Potter

After signing in to their E-EFMP account, your adult family member can click *My* Actions to see all their EFMP packages.



They will click on Review Package for the most recently modified package.



Your family member will read the Purpose & Disclosure, accept the agreement by clicking on the checkbox beside *"I accept the purpose and disclosure agreement"*, and click Acknowledge & Continue.

Package for the Potter Family

accept the purpose & disclosure agreement

Purpose & Disclosure

~

PURPOSE: Screening Verification, identifies the Family Member(s) of a Service Member who is requesting travel at Government expense and / or consideration for Command Sponsorship, including Service Members traveling to locations supported by the State Department. The DoD requires the Family Member(s) be screened prior to family travel.

PRINCIPAL PURPOSE(S): Information will be used by the Military Services during the Family Member Travel Screening portion of the assignment coordination process to identify Family Members with potential travel concerns, which may include medical, educational, and/or dental needs, to coordinate the availability of required services at the projected OCONUS or overseas location. Information submitted during this process will be used to capture fields for DA Forms 5888 and 7246. If determined to need EFMP Enrollment, then information will be captured for DD Forms 2792, 2792-1, and 2813.

DISCLOSURE: Mandatory for Military Personnel; failure or refusal to provide the information or providing false information may result in administrative sanctions or punishment under either Article 92 (dereliction of duty) or Article 107 (false official statement), Uniform Code of Military Justice. The DoD ID Number of the Sponsor (and the Sponsor's Spouse if dual Military) allows the Military Healthcare System and Service Personnel Offices to work together to ensure any special medical needs or your Family Member can be met at your next duty assignment. Family Member special needs are noted in the Official Military Personnel Files which are retrieved by Name and DoD ID Number.

CONSENT FOR ELECTRONIC SIGNATURE: You will need to sign various documents throughout this process. By accepting below, you are giving consent to utilize an electronic signature which will be placed onto the documents digitally.



Next, your family member will read the DD 2792 Privacy Act Statement, accept it by clicking on the checkbox beside *"I accept the Privacy Act statement agreement"*, and click *Continue*.

Purpose & Disclosure 🗸 🗸	Package for the Potter Family
Family Member Signs Release	
	<section-header><section-header><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></section-header></section-header>

Your family member will read the Authorization For Disclosure of Medical Information.

To accept the agreement, they will click on the checkbox beside "I accept the purpose and disclosure agreement". If they are declining disclosure of medical information, they will click the checkbox labeled "I do not give approval for disclosure of medical information" and review the yellow alert statement.

Contact your EFMP Office with any questions regarding this agreement.

Laccont the purpose & disclosure agreement

I do not give approval for disclosure of medical information	
By not giving approval for disclosure of medical information, you will not be allowed to travel at government expense to the overseas area as the medical information must be coordinated with the gaining medical review office.	
Back Submit to Service Member	

If your family member accepts the statement, they will need to provide a digital signature.

Click *Add Signature* and draw or type the signature in the modal. They can save this signature for later use if desired.

After selecting the signature, your family member will click *Accept & Sign* to digitally sign the package, then click *Submit to MTF CC* to proceed.

Add Signature My Signatures Draw Type	×
GP Hinny Potter	
⊙ Delete "GP"	Cancel Accept & Sign
accept the purpose & disclosure agreement do not give approval for disclosure of medical information signature Hinny Potter	
Clear signature	Back Submit to MTF CC

Service Member Disclosure Authorization

The package will be routed back to you, the Service Member, for final authorizations.

Read the Authorization For Disclosure of Medical Information. To accept the agreement, click on the checkbox beside *"I accept the purpose and disclosure agreement"* and click Acknowledge & Continue.

Add your signature and click Continue.

Authorization For Disclosure of Medical Information

Per DoD Instruction, Service members are required to enroll in the EFMP if they have a family member with a qualifying medical condition. Accordingly, the Sponsor will have access to the health information contained herein during the accomplishment and submission of this application. By signing the below authorization for disclosure of medical information you acknowledge your sponsor may have access to the health information contained herein. The authorization for sponsor access is terminated once the application is received by EFMP. The sponsor may be held accountable for the accuracy and completeness of the DD Form 2792 and should review all pages prior to signing the form certification later on in the process.

I authorize the MTF and, if applicable, civilian provider(s) to release my patient information to the Exceptional Family Member Program (EFMP) medical / the Family Member Travel Screening (FMTS) Office and EFMP Family Support Office. This information may be used for enrollment into the EFMP, the family travel review process, and / or community support services to determine whether there are adequate medical, housing, educational, and community resources to meet your needs at the sponsor's proposed duty location, and / or to assist family members with community support at the current and/or projected duty location.

- a. The military medical department or appropriate headquarters family support office will use the information to determine whether you meet the criteria for enrollment into the EFMP and the military medical departments will provide recommendations on the availability of care in communities where the sponsor may be assigned or employed.
- b. Information that you have a special medical need (not the nature or scope of the need) may be included in the sponsor's personnel record, if EFMP enrollment criteria are met.
- c. Information may be shared with EFMP Family Support staff who assist the family and / or sponsor with appropriate community resources.
- d. The authorization applies to the summary data included on the medical summary form, and subsequent updates to information on this form. If additional clarification or information is needed, I authorize review of my health record, which may be maintained in an electronic formation may be stored in electronic databases used for medical management or dedicated to the assignment process. Access to the information is limited to representatives of the medical departments, the offices responsible for enrollment into the Exceptional Family Member Program, the offices responsible for assignment coordination, the offices responsible for EFMP Family Support services, and, at your request, other agents responsible for care or services. Summary data may be transmitted (e.g. encrypted electronic mail or faxing) using authorized secure media transfer.



Signature

Harry Potter

👌 Clear Signature



Service Member Disclosure Authorization

Next, read the DD 2792 Privacy Act Statement. To accept the agreement, click on the checkbox beside "I accept the Privacy Act statement agreement" and click Continue.

NOTSOTA, OF LIFE DISTUDUTION MICHINERUN SYSTEM (ODIS) al. https://upcia.ueienise.gov/r.hvacy/sokinsindes/Dod-wide-sokin-Anticle-view/Anticle/S10520/h01501-2/

DISCLOSURE: Voluntary for civilian employees and applicants for civilian employment. Mandatory for military personnel: failure or refusal to provide the information or providing false information may result in administrative sanctions or punishment under either Article 92 (dereliction of duty) or Article 107 (false official statement), Uniform Code of Military Justice. The DoD Identification (DoD ID) number of the sponsor (and sponsor's spouse if dual military) allows the Military Healthcare System and Service personnel offices to work together to ensure any special medical needs of your dependent can be met at your next duty assignment. Dependent special needs are annotated in the official military personnel files which are retrieved by name and DoD ID number.

I accept the Privacy Act statement agreement

Back Accept & Submit to MTF CC

Service Member Enrollment Package Updates

You will receive the following updates as the enrollment package moves through the process.

08/14/2023 at 05:34 PM

MTF Case Coordinator has been sent the package to begin the process of adding all medical providers for the enrollment.

08/14/2023 at 05:34 PM

Member has signed Authorization for Disclosure of Medical Information

08/14/2023 at 05:56 PM

MTF Case Coordinator has begun the process of adding all medical providers for the enrollment.

08/14/2023 at 05:57 PM

MTF Case Coordinator has sent a request for medical information from the MTF location at Ft Campbell

08/14/2023 at 06:00 PM

The MTF Location at Ft Campbell has begun adding diagnoses for a family member.

08/14/2023 at 06:00 PM

The MTF Location at Ft Campbell has begun answering medical questions for a family member.

08/14/2023 at 06:01 PM

The MTF Location at Ft Campbell has finished adding medical information for a family member.

08/14/2023 at 06:02 PM

The MTF Case Coordinator has started reviewing medical information submitted by the MTF location at Ft Campbell.

08/14/2023 at 06:02 PM

The MTF Case Coordinator has completed their review of medical information entered by the MTF location at Ft Campbell.

08/14/2023 at 06:02 PM

MTF Case Coordinator has completed the review of all medical information from the providers for the enrollment and has sent the package to the EFMP Medical Director.

08/14/2023 at 06:04 PM

EFMP Medical Director has begun the 2792 review

08/14/2023 at 06:04 PM

EFMP Medical Director has completed and signed the 2792

Adult Family Member Action Required

If your adult family member has an action to complete while the package is being reviewed, you will see the following update.

08/14/2023 at 06:04 PM

Patient / Parent / Guardian receives package to review 2792

Adult Family Member Action Required

When your family member needs to complete a task for the enrollment package, they will log in to their E-EFMP account, navigate to the package in their *Actions* page, and click *Review Package*.



Your family member may need to review their DD 2792 information. To do so, they will click *Review Information* within the package.

Purpose & Disclosure 🗸	Package for the Potter Family	Package saved 14 Aug 2023 05:26:40	
Family Member Signs Release 🗸			
EFMP Enrollment Review	Medical Summary		
Review 2792	Your medical summary is complete. Please review the information and then continue to the next step where you will certify, sign, and submit. Once all family members have		
Sign & Certify 2792	completed this step, your sponsor will submit the package to your MTF EFMP Coordinator. Ginny Molly Potter Spouse - Age: 42 Back Continue	Review Information	

All providers for the family member are listed here. Your family member will need to review the medical information provided by clicking the downward arrow next to a provider and reading the information displayed. Use the left-side menu or the *Next* and *Previous* buttons to navigate between sections.

Clicks *View Details* to view more information about a medical diagnosis provided. Click *Download MTF Provider DD-2792* to download the transcribed form.

Once all information has been reviewed for all providers, click *Continue*.



If your family member disagrees with medical information in the package, they can return it for corrections by clicking *Return Package*. A modal will appear. Explain the changes needed in the textbox, click the checkbox agreeing to the return, and click *Return Package*.

 Do you disagree with any medical is will be able to review their changes a ア Return Package 	information in this package? If so, click below to return the package to the MTF Case Coordinator. You will be asked to provide comments to them so they can review and make any necessary changes. You afterwards.
	Return Package to MTF Case Coordinator ×
	Comments to the MTF Case Coordinator *
	Comments to the MTF Case Coordinator.
	I understand that I will not be able to sign and submit the package until the MTF Case Coordinator has completed the changes I've indicated in my comments above.
	Cancel Return Package

If all information is correct, your family member will certify the information by typing their name and adding their digital signature. Click *Certify & Submit*.

Sign & Submit 2792

By signing below, you certify that the information submitted on all DD Form 2792 copies for your family are complete and accurate.

Printed Name of Parent / Guardian or Person of Majority Age

Ginny Potter

Signature

Finny Potter

👌 Clear Signature



2

Enrollment Package Updates

You will receive the following updates as the enrollment package moves through the process.

08/15/2023 at 01:48 PM

Patient / Parent / Guardian has signed and submitted the 2792 to the Case Coordinator

08/15/2023 at 02:12 PM Case Coordinator review of 2792 has started

08/15/2023 at 02:12 PM Case Coordinator has reviewed, signed, and stamped 2792

08/15/2023 at 02:12 PM 2792 has been sent to MRC Staff

08/15/2023 at 02:12 PM MRC Staff has begun the 2792 review

08/15/2023 at 02:12 PM MRC Staff has completed review of 2792

08/15/2023 at 02:12 PM

2792 has been sent to the MRC Provider for diagnosis review

08/15/2023 at 02:13 PM MRC Provider diagnosis review complete

08/15/2023 at 02:13 PM 2792 has been sent to MRC Staff for validation

08/15/2023 at 02:13 PM MRC Staff has begun package validation

08/15/2023 at 02:13 PM MRC Staff package validation complete

08/15/2023 at 02:13 PM Case has a final determination and has been closed

Adult Family Member Enrollment Details

Once the enrollment has been completed. Your family member will be able to view their enrollment information by logging in to their E-EFMP account and navigating to their *Actions* page. Click *View All Enrollment Details* to access the *Enrollment Summary* and then click *Review Enrollment*.

← Back to My EFMP Actions

Enrollment Details

Tammy Boss Spouse - Age: 36 DoD ID: 5117543065 Enrollment Expires: 20 Feb 2027

Medical

Enrollment Expiration: 20 Feb 2027

er	My EFMP Actions
to Click ary	Ernollment Summary EFMP EXPIRATION DATE 20 February 2027 FAMILY MEMBERS (1) TB Tammy Boss T View All Enrollment Details
	Review Enrollment

Adult Family Member Enrollment Details

Here, your family member can view the enrollment summary, including their details, medical information, and applicable documents

Please note: as a Service Member, you will not be able to view your adult family member's enrollment summary.

Ginny Molly Potter - Enrollment Summary

Spouse - Age: 42	
Family Member Details Medical Information Documents	
FORM DD 2792 Family Member Medical Summary	🛓 Download
Family Member Details Medical Information Documents	
Ginny Molly Potter Spouse / Age 42	스 Download DD-2792
MTF Provider Fth Campbell	
Medical DiagnosesMedical DiagnosesAsthma InformationAll diagnoses information for this family member is listed below.	
Behavioral Health Information A69.23 ARTHRITIS DUE TO LYME DISEASE Fair	View Details
Intervention Therapies Required Health Care	
Artificial Openings / Prosthetics	
Environment / Architecture Medical Equipment Previous Next	
Download MTF Provider DD-2792	