Virtual Out-Processing Application (vOP) - Addition of Base Task for Exceptional Family Member Program (EFMP) Family Support Coordinator

Applicable to: Active Duty

Note: Please distribute this message to FSS/MPF Relocations Office and vOP Base Administrators upon receipt. The process outlined below will remain in effect until further notice.

Effective 21 December 2018, on behalf of AF/A1S, this requirement is congressionally mandated (10 USC Statute 1781, Section 563) which requires development and continuous updating of service plans for each military family with a family member who has medical or educational special needs to identify family's current needs and other services that may be required.

The Base Administrators for the Military Personnel Flight (MPF) virtual Outprocessing (vOP) Application will add the following information to their tasks on the vOP-automated checklist upon receipt of this message. After the vOP Base Administrator adds the task to the vOP checklist the task will be visible on checklist created after the task is added.

IMPORTANT: Airmen with an active vOP checklist will not have the task on their checklist. vOP Base Task Managers are responsible for contacting Q-coded Airmen with an active checklist to notify them of the new requirement to clear through the Exceptional Family Member Program (EFMP) Family Support Coordinator at the Airman and Family Readiness Center.

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vOP Base Task Description:

- Congressional mandate (10 USC Statute 1781, Section 563) requires development and continuous updating of service plans for each military family with a family member who has medical and/or educational special needs to identify family's current needs and other services that may be required

Should be Made Visible Prior to:

- 180 days
- 90 days

Should be Made Due at:

- 60 days

Sample Checklist Instructions (found on vOP PSD Guide):

> ***Effective 21 December 2018, per 10 USC Statute 1781, Section 563, Q-coded Airmen must complete a service plan with the local EFMP Family Support (FS) Coordinator. Contact the Airman & Family Readiness Center EFMP-FS Coordinator at (XXX) XXX-XXXX. To complete Family Needs Assessment and Services Plan 60 days prior to permanent change of station CONUS or OCONUS.***

Related Resource

- vOP PSD Guide

Point of Contact

Refer questions on this new requirement by emailing our AFPC Relocations Policy Office (AFPC/DP3AM) or calling DSN 665-4959 / commercial (210) 565-4959.