

30 August 2022
Version 2

DAF myVector Family Member Travel Screening (FMTS) - Customer Guide

The purpose of this guide is to assist Airmen and Guardians in completing the Initial Travel Screening Questionnaire and Family Member Travel Screening process when PCSing with their dependents CONUS and OCONUS.



DAF MyVector Family Member Travel Screening (FMTS) MPF Job Aid

Section A: Introduction

Revision History. Updated upon any new policy or procedural change.

| Date of Revision | Revision(s) |
|------------------|------------------------------------------------------------------------------------------------|
| 31 May 22 | Explanation of ITSQ and FMTS Application |
| 30 August 22 | Addition of instructions regarding the FMTS application for EFMP Reassignments |

1. INTRODUCTION:

a. Effective 8 September 2020, Airmen and Guardians relocating on a Permanent Change of Station (PCS) with dependents are required to complete the Initial Travel Screening Questionnaire (ITSQ) on myVector. This online questionnaire replaces the requirement to complete an AF Form 4380, *Air Force Special Needs Screener*. Responses provided will guide “next step” processing requirements for completion prior to issuing orders for accompanied travel or government-funded travel.

b. On 30 August 2021, the Family Member Travel Screening (FMTS) application was automated in myVector. Airmen and Guardians with dependents are required to complete the **mandatory** ITSQ in conjunction with PCS processing via myVector. Members then transition into the FMTS application for one of the following reasons:

- Q-coded families (EFMP)
- Family traveling to OCONUS assignment (FMTS)
- Answered “yes” to initial travel screener questions and traveling CONUS (FMTS)

2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- HQ AFPC/DP3XAA, Exceptional Assignment Programs Branch
- Email: AFPC/DP3XAA Workflow on GAL [Click Here to Send Email](#)

3. ASSIGNMENT AUTHORITIES:

- General Officers: General Officer Management Office, AF/A1LG
- Colonels and Colonel Selects: Colonel Management Office, AF/A1LO
- CMSgts and CMSgt Selects: CMSgt Management Office, AF/A1LE
- Judge Advocates (51J): AF Judge Advocate General, AF/JAX
- Lt Col and below and SMSgt and below: AFPC/DP2

4. TARGET AUDIENCE:

- Department of the Air Force (DAF) Airmen and Guardians

5. REFERENCES/RELATED PROCESSES:

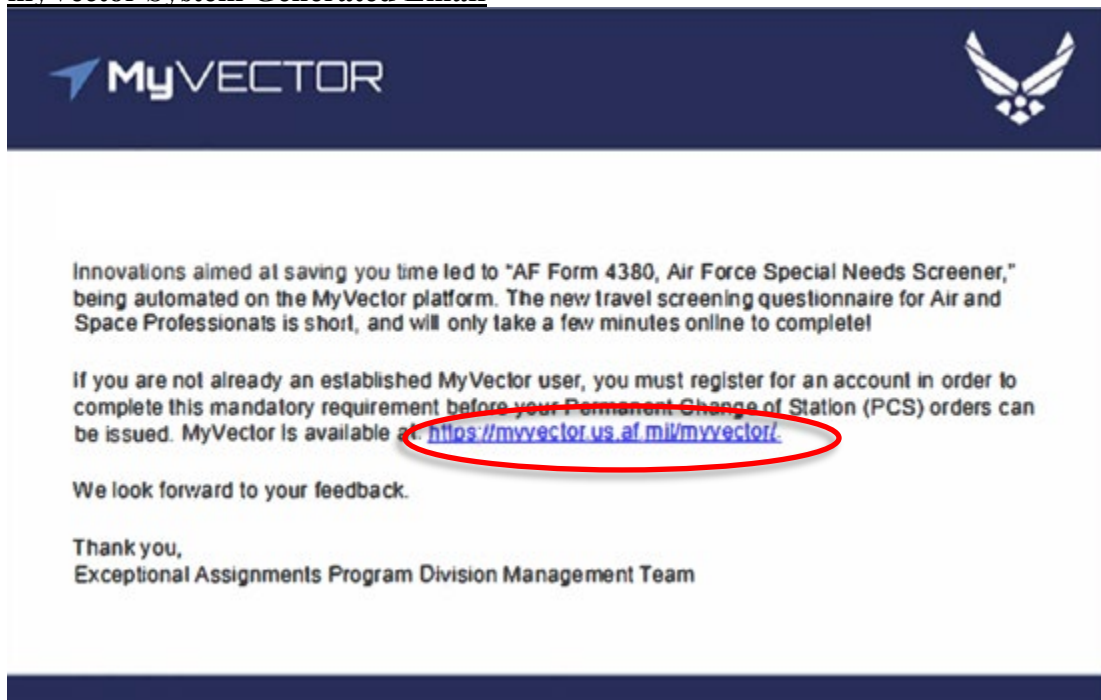
- [AFMAN 36-2102](#), *Base-Level Relocation Procedures*
- [DAFI 36-2110](#), *Total Force Assignments*

Section B: myVector Member Experience – Initial Travel Screening Questionnaire

6. The myVector Member Experience (Initial Travel Screening Questionnaire): Airmen and Guardians who have dependents will receive the myVector system generated email upon approval of the Humanitarian, EFMP, or Expedited Transfer reassignment request. This is a mandatory requirement to complete in order for family members to be medically cleared to the projected location.

6.1 Once the Airmen or Guardian receives the myVector system generated email, they are prompted to access their myVector dashboard to complete the Initial Travel Screening Questionnaire. Below is the member's experience:

myVector System Generated Email



- a. Click the **myVector** link in the system generated email.

myVector Dashboard Notification

The screenshot shows the myVector dashboard with a navigation menu on the left and a main content area. The 'Notifications & Alerts' section is highlighted with a red circle. The notification reads: 'Assignment Travel Screening Required! You have recently received a new assignment. Please take a moment to complete the Assignment Travel Screening questionnaire. Click Here to begin the screening process.' Below this, there are other notifications: 'Please Update Your Life Questions', 'Applicant Notification Title', and 'AFERB Test Test AFSC'.

a. Click on “Click here” link to begin the screening process.

Verify personal information and completes supervisor and Squadron CC information.

The screenshot shows the 'Travel Screening' page in myVector. At the top, there is a progress bar with four steps: 'Update Profile', 'Travel Screening', 'Review Responses', and 'Next Steps'. The 'Update Profile' step is currently active. Below the progress bar, there is a form titled 'Please review your personnel information below, and make sure it is correct.' The form is divided into several sections: 'Duty Information', 'Contact Details', and 'Supervisor Information'. The 'Duty Information' section includes fields for Name, Service Date, EFMF Enrollment Status, Current Rank, Career Field, Projected Duty Location, Component, Location, and Projected Base. The 'Contact Details' section includes fields for Email Address, DSN Phone, and Commercial Phone. The 'Supervisor Information' section includes fields for Current Supervisor and Squadron CC Equivalent or Above Supervisor, with a toggle for 'Is Supervisor Squadron CC Equivalent or Above?'. A 'Continue' button is located at the bottom of the form.

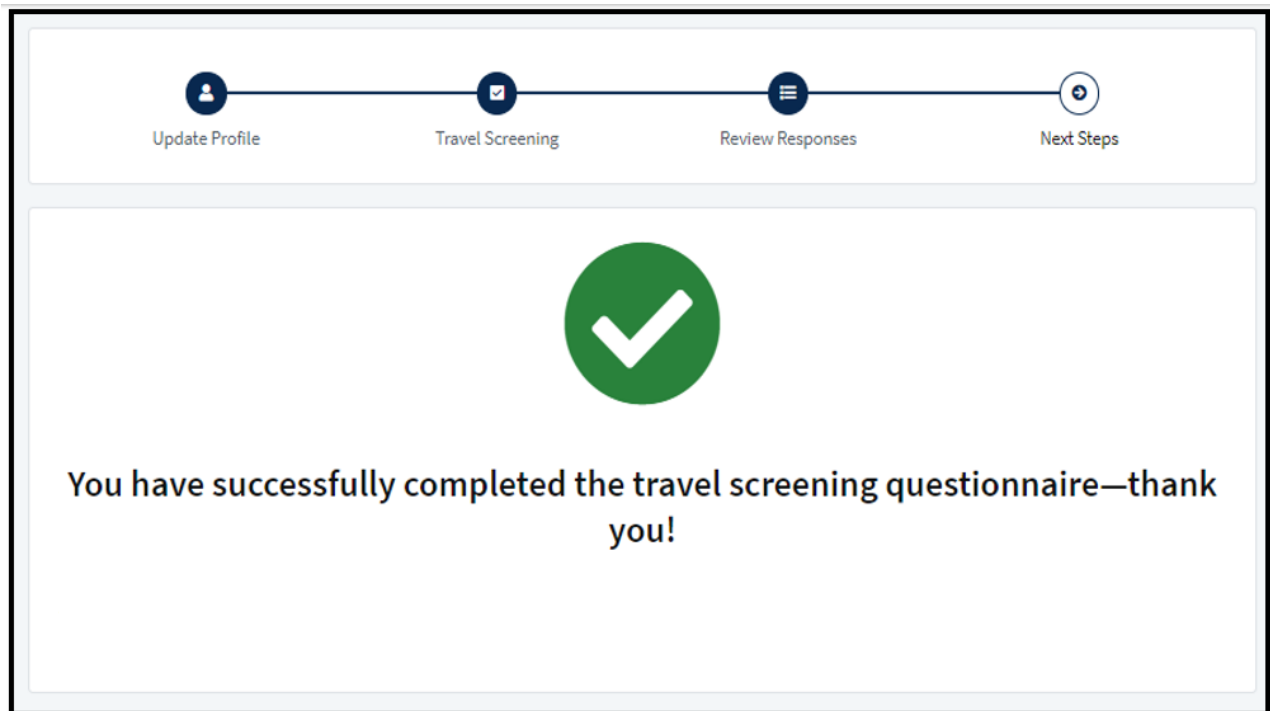
Member clicks “Yes” to the 1st question then 3rd question appears.

If 2nd question is answered “No” (relocating OCONUS) then the member will receive two (2) notifications: the “Additional Screening Required” notification and the requirement to complete the FMTS application notification.

The screenshot shows the 'Travel Screening' page in the myVECTOR system. At the top, there is a navigation bar with the myVECTOR logo and the user name 'BRYANT PERRY'. Below the navigation bar, a progress indicator shows four steps: 'Update Profile', 'Travel Screening', 'Review Responses', and 'Next Steps'. The 'Travel Screening' step is currently active. Below the progress indicator, a message reads: 'Please take a moment to answer the following questions. This will help determine whether or not additional travel screening is required in the next few steps.' The main content area is titled 'Family Member Status Questionnaire' and contains three questions with radio button options for 'Yes' and 'No':

- Are your dependents moving to your projected duty location with you?
 Yes No
- Is your assignment located within the contiguous 48 States? This excludes Hawaii, Alaska, and US territories?
 Yes No
- My only dependent is also Active Duty Military
 Yes No

At the bottom of the questionnaire, there are two buttons: 'Back' and 'Continue'.



The member will now transition into the FMTS application.

Start Your FMTS Assignment Application

Based on your responses, you are eligible to start the FMTS Assignment Application automated process.

[Click Here](#) to continue to the application process.

If 2nd question is answered “Yes” (relocating CONUS) then member clicks “Continue” for follow on questions in next section.

Travel Screening

1 Update Profile 2 Travel Screening 3 Review Responses 4 Next Steps

Please take a moment to answer the following questions. This will help determine whether or not additional travel screening is required in the next few steps.

Family Member Status Questionnaire

Are your dependents moving to your projected duty location with you?
 Yes No

Is your assignment located within the contiguous 48 States? This excludes Hawaii, Alaska, and US territories?
 Yes No

My only dependent is also Active Duty Military
 Yes No

[Back](#) [Continue](#)

If member is enrolled in EFMP and answers “Yes” to the below question, member confirms responses and receives receive two (2) notifications: the “Additional Screening Required” notification and the requirement to complete the FMTS application notification.

Travel Screening

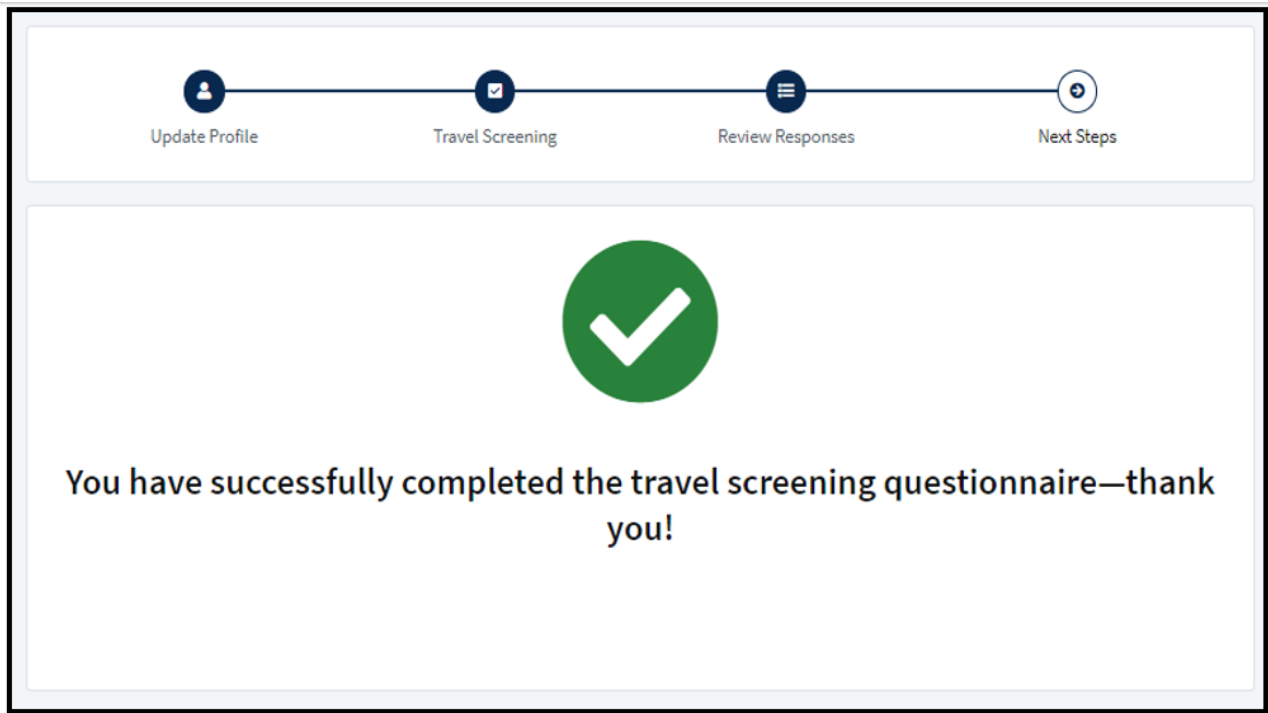
1 Update Profile 2 Travel Screening 3 Review Responses 4 Next Steps

Please take a moment to answer the following questions. This will help determine whether or not additional travel screening is required in the next few steps.

Verify EFMP Enrollment

Our records indicate that you are enrolled in EFMP. Does this enrollment still apply?
 Yes No

[Back](#) [Continue](#)



The member will now transition into the FMTS application.

Start Your FMTS Assignment Application

Based on your responses, you are eligible to start the FMTS Assignment Application automated process.

[Click Here](#) to continue to the application process.

If member is enrolled in EFMP and answers “No” to the below question, member advances to screening questions.

Travel Screening

Update Profile Travel Screening Review Responses Next Steps

Please take a moment to answer the following questions. This will help determine whether or not additional travel screening is required in the next few steps.

Verify EFMP Enrollment

Our records indicate that you are enrolled in EFMP. Does this enrollment still apply?

Yes No

[Back](#) [Continue](#)

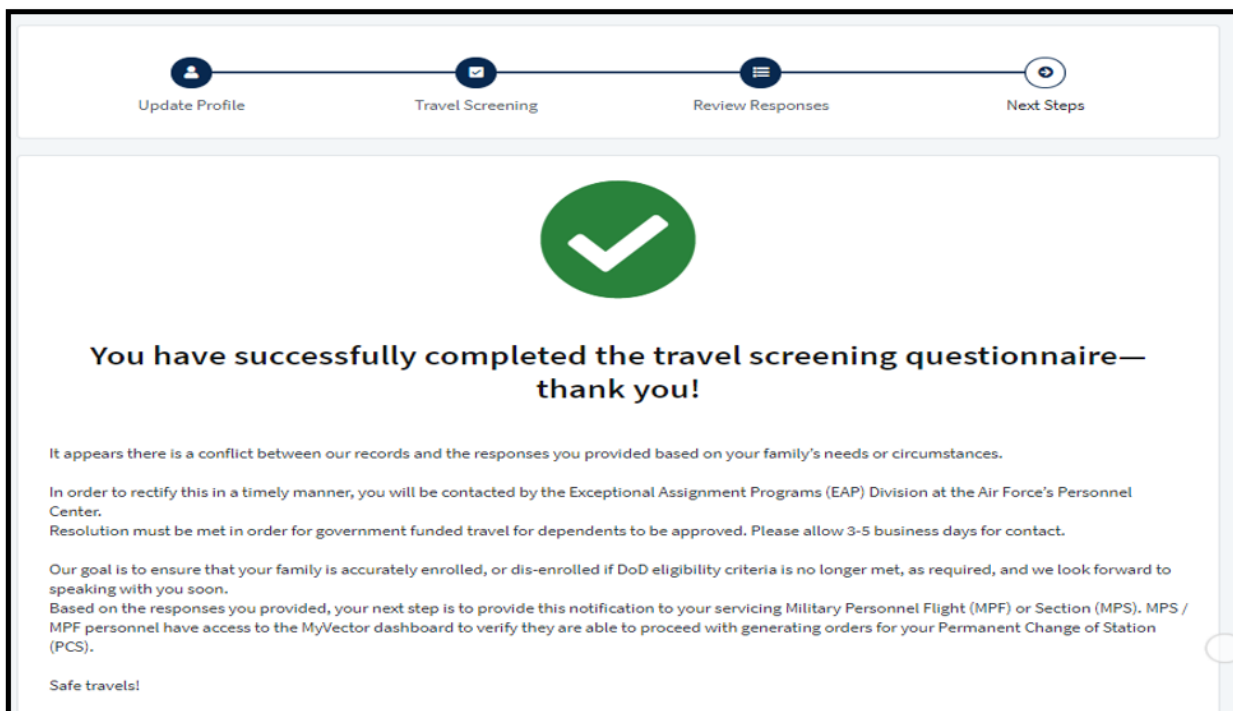
If member answers “No” to all screening questions, member will click “Continue” to confirm all responses.

The screenshot shows the 'Travel Screening' step in a four-step process: Update Profile, Travel Screening, Review Responses, and Next Steps. The 'Travel Screening' step is active. Below the progress bar, a message reads: 'Please take a moment to answer the following questions. This will help determine whether or not additional travel screening is required in the next few steps.' The questionnaire contains six questions, each with 'Yes' and 'No' radio button options:

- Do any of your immediate family members require two or more specialty care appointments in a year for the same condition (for example, occupational therapy, cardiology, mental health provider, or another specialty)?
- Do any of your children require Early Intervention Services?
- Do any of your immediate family members have a diagnosis of asthma that requires regular use of an inhaler?
- Do any of your children require Special Education Services?
- Have any of your immediate family members been hospitalized for the same condition (excluding childbirth) more than once within the last 5 years?
- Do any of your immediate family members require specialized equipment or modified housing?

At the bottom of the form, there are 'Back' and 'Continue' buttons.

Member will then receive the “Under Review” notification. The local EFMP Medical Office works with the AFPC Central Cell to confirm whether the member’s family members continue to meet criteria for EFMP.



- If member's dependents no longer meet EFMP criteria and are PCSing CONUS, the local EFMP Medical Office will change the member's status to "Screening Complete-Cleared." The member's AFPC Assignment Navigator will verify information and update assignment action in MilPDS.

- If member's dependents are determined to no longer meet EFMP criteria and are PCSing OCONUS, the local EFMP Medical Office will change the member's status to "Additional FMTS Information Required." The member will receive the below notification to begin the FMTS process.

Start Your FMTS Assignment Application

Based on your responses, you are eligible to start the FMTS Assignment Application automated process.

[Click Here](#) to continue to the application process.

Section C: myVector Member Experience – Family Member Travel Screening Application

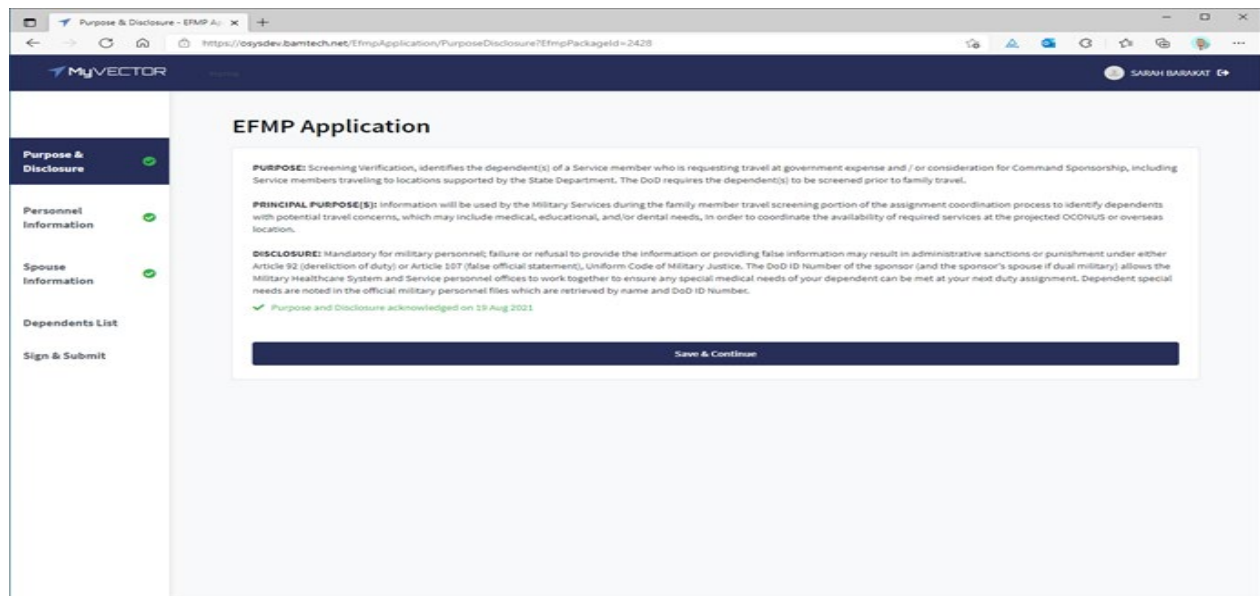
7. myVector Member Experience (Family Member Travel Screening (FMTS) Application):
The following members require “Additional Screening” and will transition into the FMTS application:

- **Q-coded families (EFMP)**
- **Family traveling to OCONUS assignment (FMTS)**
- **Answered “yes” to initial screener questions and traveling CONUS (FMTS)**

7.1. The Initial Travel Screening Questionnaire must be completed in order for the FMTS application to be created.

7.2 In the automated FMTS application, members verify family members PCSing with them to the new assignment. Below are the FMTS application steps the member completes prior to submission to the losing EFMP Medical Office:

- Purpose & Disclosure** – Member has completed the Initial Travel Screening Questionnaire and additional Screening is required. The member logged into their FMTS application to begin FMTS process.



b. **Personal Information** – Member has signed the Purpose & Disclosure statement and will be asked to review their Personnel Information listed and input current contact information to their FMTS application.

EFMP Application

Personnel Information

Please review your personnel information below and complete the contact information.

| | | | |
|--------------------------|-------------------------|---------------------------|--------------------|
| Name | Official Email | Commercial Phone Number | DSN Phone Number |
| GS-13 Barakat, Sarah M | NOONE@NOWHERE.NETCDM | 7176455885 | 7176455885 |
| Service Branch | Component | Current Duty Location | Servicing PAS Code |
| US Air Force | Regular AF | EGLIN AFB FL | ED1MF4TN |
| Assignment Action Number | Projected Duty Location | Report No Later Than Date | |

Contact Information

Home Phone Number: 1111222333

Mobile Phone Number: [Input Field]

Address Line 1: sadasdf

Address Line 2: [Input Field]

c. **Spouse Information** - Member lists their spouse's information so they can input their own medical requirements into the FMTS application. The spouse will receive an email with a passcode to complete the application on **DAF Family Vector**.

EFMP Application

Spouse Information

Are you married or have a spouse? No Yes

Are you Dual Military (your spouse is Active, Guard, or Reserve in any service branch)? No Yes

Do you want your spouse to fill out dependent info? No Yes

Military Spouse Details

Please complete the following fields and provide your Military Spouse's information below.

Last Name: [Input Field] First Name: [Input Field] Middle Name: [Input Field]

Rank/Grade: WO Service Branch: US Space Force

DoD ID: xxxxxxxxxx

Email: mail@email.com

Save & Continue

d. **Dependents List** - Members lists their dependents accompanying them to the gaining location.

- For **OCONUS reassignments**, all family members (including EFMP enrolled family members) accompanying the member are listed

- For **CONUS reassignments**, only EFMP enrolled family members are listed

Each dependent's medical and educational needs are listed in this area. Dependents over the age of 18 will receive an email with a passcode complete their own information on **DAF Family Vector** unless a Power of Attorney is uploaded showing the member can complete on their behalf.

***THE FOLLOWING ARE FOR THOSE MEMBERS APPROVED FOR AN EFMP REASSIGNMENT (CARE NOT AVAILABLE) ONLY; ALL OTHERS PROCEED TO THE NEXT STEP “SIGN AND SUBMIT”**

ENSURE THE EFMP REASSIGNMENT MEMORANDUM AND ANY DD FORM 2792s, FAMILY MEMBER MEDICAL SUMMARY, SUBMITTED WITH THE APPLICATION ARE UPLOADED ONCE THE DEPENDENTS LIST IS COMPLETE. THIS APPLIES FOR DEPENDENTS AGES 17 AND BELOW ONLY. DEPENDENTS 18 AND OVER WILL NEED TO SUBMIT THEIR OWN INFORMATION THROUGH DAF Family Vector . PLEASE SEE BELOW.

The screenshot shows the myVECTOR interface for an FMTS Application. On the left, a navigation menu includes 'Purpose & Disclosure', 'Personnel Information', 'Spouse Information', 'Dependents List', and 'Sign & Submit'. The 'Dependents List' is expanded, showing 'Browns, Daniel', 'Browns, Lindbergh', and 'Browns, Stella'. The main content area is titled 'FMTS Application' and shows the member's name 'Daniel Brown' and date of birth '25 May 2011'. Below this is a 'Supporting Information' section with a text area and a 'Do not upload medical records.' checkbox. A red circle highlights the 'Upload Additional Documents (optional)' area, which contains a 'Drag & Drop your files or Browse' button. Another red circle highlights the 'Save & Continue' button at the bottom right of the form.

e. **Sign & Submit** – Member has completed entering and uploading information to their FMTS application and is ready to sign and submit it to the losing EFMP Medical Office. The application status will show “Pending Application” until the member signs and submits.

7.3. Member can contact the local EFMP Medical Office for assistance with their FMTS application.

7.4. Upon submission of the FMTS application, members can review their status in myVector. Below are the FMTS statuses once the member submits the FMTS application:

- Submitted to Losing Base SNC (Member’s current EFMP Medical Office)
- Processing with Losing Base SNC (Member’s current EFMP Medical Office)
- Submitted to Medical Administrators (AFPC EFMP Central Cell)
- Processing with Medical Administrators (AFPC EFMP Central Cell)
- Submitted to Case Builders (AFPC EFMP Central Cell)
- Processing with Case Builders (AFPC EFMP Central Cell)
- Submitted for Medical Review (AFPC EFMP Central Cell)
- Under Medical Review (AFPC EFMP Central Cell)
- Submitted to Gaining Base EFMP-M (Member’s projected EFMP Medical Office)

- Processing with Gaining Base SNC (Member's projected EFMP Medical Office)
- Processing with SGH (Member's projected EFMP Medical Office)
- Submitted for Final Determination (AFPC EFMP Central Cell)
- Processing Final Determination (AFPC EFMP Central Cell)

7.5. The member's AFPC Central Cell Assignment Navigator will update the assignment in MilPDS upon FMTS approval (Dependent Travel Approved).

7.6. The member's AFPC Central Cell Assignment Navigator will contact the member if a Dependent Travel not Approved is received to discuss alternative assignment locations (for Humanitarian and Expedited Transfer Reassignments only).