# 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(s)						
Revision						
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.

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# myVector Dashboard Notification

✓My∨ECTOR		DASHBOARD TALENT MARKETPLACE LATEST NEWS RESOURCES OHELP
음 Profile		Need help with this page
𝔗 Mentoring Connections	Catest News	A Notifications & Alerts
년 Development Plan	d1d97d0e-0df6-4696-80e6-77546dcc1dd9	Global Notification Alerts
Experience	As of 17 Feb 2022 7d923445-a6bf-4a88-a186-50ddf14b3783	Assignment Travel Screening Required!
Bullet Tracker	08e7f151-8ee9-45f6-b07d-9fbf89a71cab	You have recently received a new assignment. Please take a moment to complete the Assignment Travel Screening
Q Discussions	As of 17 Feb 2022 2173aeed-edc0-446d-9b72-721dc37903ed	Click Here to begin the screening process.
My Documents		
My Boards	5764930b-3647-4a23-852f-a4110dd29e09	Clobal Please Update Your Life Questions
Financial Readiness	e5d5b669-f981-4f70-8f97-ca8122bdf9e6	Review your profile page to update any projections that may have changed.
Ø Air Force Competencies	986e8c3c-b3ff-4099-9e15-14f4bce0eb3d	Clobal Applicant Notification Title
Developmental Special Experiences Catalog	Appendication         See Support Network           Appendication	test 2 Clickhere to complete your application. You have until 11 June 2022 to submit your application. For questions regarding the AAD/SPEED program not addressed in the AAD/SPEED Guide, please e-mail your
	5bd5dcf5-76cb-4a2c-bfa6-ff15df4c113f	assignment team at the organizational email address provided here and for issues/concerns with the AFIF or AFERB applications in AFDEMS, please email the HAFIAF DEMS Workflow email at HAFDSIAFA1D.DEMS@us.af.mil
	2143e0cf-4db0-4345-b6f6-b92d0d12b2ca	AFERB Test Test AFSC
		This should only appear for 32E Captains Test AFSC t2

a. Click on "Click here" link to begin the screening process.

# Verify personal information and completes supervisor and Squadron CC information.

		TM	VECTOR			BRYANT PERRY C+
ravel Screening						
(a)		Travel Screening	III Review Responses			Next Steps
Please review your personnel information below, and make sure it is correct. <b>Duty Information</b>						
Name PERRY, BRYANT TM	Current Rank Maj		Component Regular AF		Date of Rank 01 Apr 2017	
Service Date 01 Oct 2020	Career Field 62E		Location COLORADO SPRINGS		Duty Organization 0300 AF NUCLEAR WPNS CENTER	
EFMP Enrollment Status Enrolled	Projected Duty Location Not Available		Projected Base Not Available			
Contact Details						
Email Address *		DSN Phone		Commercial Phone *		
_zzz_BRYANT.PERRY@regAFAT.phony				1234567980		
Supervisor Information						
Current Supervisor			Is Supervisor Squadron CC Equivalent or Above?			
Lt Col Rivinius, Wayde W		/				
Squadron CC Equivalent or Above Supervisor						
Lt Col Rivinius, Wayde W			·			
			Continue			

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

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

	TMU	ECTOR.	BRIANT
vel Screening			
•			
Update Profile	Travel Screening	(Ⅲ) Review Responses	Next Steps
Please take a mome	at to answer the following questions. This will help determ	ine whether or not additional travel screening is required	in the next few steps.
	a consider the following questions: This with help determ	ine whether of not additional traver servering is required	
amily Member Status Questionnaire			
Are your dependents moving to your projected duty location with you?			
O res No	les Hausti Alacka and HS testinates?		
Ves No	na nawan, Asaka, and OS certificat		
My only dependent is also Active Duty Military			
○ Yes ○ No			
	Back	Continue	
	<u> </u>		
			(o)
			J
Undata Profile	Travel Screening	Paulau Pasaanaa	Next Stope
opdate Prome	travet screening	Review Responses	Next Steps
You have successf	fully completed the t	ravel screening que	stionnaire—thank
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#### The member will now transition into the FMTS application.



<u>If 2nd question is answered "Yes" (relocating CONUS)</u> then member clicks "Continue" for follow on questions in next section.

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Travel Screening				
	Update Profile	(B) Travel Screening	III - Review Responses	• Net Steps
	Please take a	moment to answer the following questions. This will help determi	ne whether or not additional travel screening is required in	the next few steps.
Family Member Status Are your dependents mo	s Questionnaire Ioving to your projected duty location v No	rith you?		
Is your assignment local	ated within the contiguous 48 States? Th	is excludes Hawaii, Alaska, and US territories?		
My only dependent is at	lso Active Duty Military 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.

Lindate Profile	I Travel Screecing	(III) Review Responses	Next Steps
Please take a mon	nent to answer the following questions. This will help determ	nine whether or not additional travel screening is required in	the next few steps.
FMP Enrollment			
cords indicate that you are enrolled in EFMP. Does this enrollm	ent still apply?		
s <b>O</b> <sup>No</sup>			
	Back	Continue	

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0		•	
Update Profile	Travel Screening	Review Responses	Next Steps
You have successfu	lly completed the t	travel screening que	stionnaire—thank

#### 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.
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.

0		(II)	•
Update Profile	Travel Screening	Review Responses	Next Steps
Please take a morr	ent to answer the following questions. This will help deterr	nine whether or not additional travel screening is required in	the next few steps.
FMP Enrollment			
cords indicate that you are enrolled in EFMP. Does this enrollm	ent still apply?		
s <b>O</b> <sup>No</sup>			
	Back	Continue	

File name: DAF myVector Customer Experience Guide Please give us feedback! AFPC/DP3XAA Workflow If member answers "No" to all screening questions, member will click "Continue" to confirm all responses.

≡	≁ My∨E	CTOR	😑 BRYANT PERRY 🗘
Travel Screening			
Update Profile	Travel Screening	IE Review Responses	Next Steps
Please take a momen	nt to answer the following questions. This will help determi	ne whether or not additional travel screening is required i	in the next few steps.
Travel Screening Questionnaire			
Do any of your immediate family members require two or more specie	Ity care appointments in a year for the same condition (for example, oc	cupational therapy, cardiology, mental health provider, or another spec	cialty)?
Ves No			
Do any of your children require Early Intervention Services?			
Ves No			
Do any of your immediate family members have a diagnosis of asthma	that requires regular use of an inhaler?		
YesNo			
Do any of your children require Special Education Services?			
Ves No			
Have any of your immediate family members been hospitalized for the	e same condition (excluding childbirth) more than once within the last 5	years?	
○ Yes ○ No			
Do any of your immediate family members require specialized equipmediate and the special speci	nent or modified housing?		
YesNo			
	Bark	Continue	

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.

	Travel Screening	Review Responses	Next Steps
You have succes	sfully completed t	he travel screening	questionnaire—
It appears there is a conflict between o	unan	<b>k you:</b> vided based on vour family's needs or cir	cumstances.
In order to rectify this in a timely man	ner, you will be contacted by the Excep	tional Assignment Programs (EAP) Divisi	on at the Air Force's Personnel
* *			
Center.		to to be approved. Please allow 2-5 busin	ness days for contact.
Center. Resolution must be met in order for go	overnment funded travel for dependen	ts to be approved. Please allow 3-5 busin	
Center. Resolution must be met in order for go Our goal is to ensure that your family i	s accurately enrolled, or dis-enrolled if	DoD eligibility criteria is no longer met,	as required, and we look forward to
Center. Resolution must be met in order for go Our goal is to ensure that your family is speaking with you soon. Based on the responses you provided, MPF personnel have access to the MyV (PCS).	s accurately enrolled, or dis-enrolled in s accurately enrolled, or dis-enrolled if , your next step is to provide this notific fector dashboard to verify they are able	DoD eligibility criteria is no longer met, cation to your servicing Military Personne to proceed with generating orders for y	as required, and we look forward to at Flight (MPF) or Section (MPS). MPS / our Permanent Change of Station

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Last Modified: 30 August 22 Page: 8 of 14 - If member's dependents <u>no longer meet EFMP criteria and are PCSing CONUS</u>, 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 <u>no longer meet EFMP criteria and are</u> <u>PCSing OCONUS</u>, 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:

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

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	_	1	EFMP	Applica	tion																		
urpose & lisclosure	•		PURPOSE Service me	Screening Verifi mbers traveling	ication, ident to locations i	tifies the d	e depende ted by the	dent(s) of a ve State De	a Service r epartment	member v	who is req D requires	uesting trav the depend	el at govern lent(s) to be	nment exp e screened	ense and /- I prior to fai	or considers nily travel.	tion for 6	omman	d Spo	nsorshi	p, includir	a.	
ersonnel	•		PRINCIPAL with poter location.	L PURPOSE(S): 1 tial travel conce	nformation w rns, which ma	will be use tay include	sed by the de medica	he Military Ical, educa	y Services ational, an	during th nd/or den	he family n stal needs,	nember trav In order to c	el screening coordinate t	g portion o the availab	of the assig bility of req	nment coon uired servic	ination (	process to projected	o liden s occor	ntify dep NUS or	overseas		
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ependents List			🖌 Purpor	e and Disclosure	racknowledg	iged on 19.	9 Aug 202	021															
ign & Submit											Save	& Continue	ę.										

b. <u>**Personal Information**</u> – 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.

← → C	information -	EFMP 4: × + https://osysdev.bamtech.net/ElmpApplication	vPersonnelinformation?EfmpPackageId=2428		<b>1</b> 20	A	<b>a</b>	G	√₂	•		
<b>≁ My</b> ∨E0	TOR	(Here)						•	5.480	H BARAK	AT 69	
Purpose & Disclosure	0	« Back EFMP Application										
Personnel Information	•	Personnel Informa  Please review your personnel	tion	formation. 🕤								
Spouse Information Dependents List Sign & Submit	0	Rame GS-13 Barakat, Sarah M Service Branch US Air Force Assignment Action Number	Official Email NOONE@NOWHERE.NETCOM Composeent Regular AF Projected Duty Location	Commercial Phone Number 7176455885 Current Duty Location EGLIN APB FL Report No Later Than Date	DSN Ph 717645 Servici ED1MF4	one Nur 5885 ng PAS C ITN	nber Gode					
		Contact Information	on	Mobile Phone Number								
		Address Line 1 * sadasdf Address Line 2										

c. <u>Spouse Information</u> - 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**.

I I Spouse In ← → C	formation - EFM	IP App x + https://osysdev.bamtech.net/EfmpApplication/Spouse?EfmpPackageli	1=2428		1	5 A	<b>a</b>	ß	0	•	•
<b>∜My</b> ∨E	TOR								🕘 s	ARAH BAR	iakat G
furpose & Disclosure	0	«Back EFMP Application									
Personnel Information	•	Spouse Information Are you married or have a spouse?		No No	O Yes						
pouse Information	۰	Are you buas Military (your spouse is Active, Guard, or Reser	ve in any service branch)?	O No	Yes						
ependents List		Military Spouse Details  Flease complete the following fields and provide your	Military Spouse's information	below:							
gn & Submit		Last Name *	First Name *		Middle Name						
		Lastname	Firstname								
		Rank/Grade *	DoD ID *		Service Branch *						
		wo	2000000000		US Space Force					~	
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		mail@email.com									
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4 <b>0</b>	« Back FMTS Application			
nt 💿	Dependents  Prese add each dependent for which you are the sponsor, regardless if they remaining at continential United States (CONXS), please include only three	we breeding or not. If your new assignment is located outside the cord dependents that are enrolled in LFMP or the dependent that the previou	vental United States, Naska, Hennii or Guars, (DCDNUS) please include all de a "yes" enseer(s) applied to.	penderhs. If your assignment is located inside the
•	O Add Dependent			
rts List	Dependents That Need To Fill Out Their Own Dependents who have been identified as age of majority, eighteen (18) years of age an	Information d older, are required to complete their portion of the application		
omit	Brown, Lindsey Arcestra Relationship to your Season Anni 40 years		Dependent's Email:	
	Application is incomplete	Registration Passode © 599946	EtropTestEmail@bamtech.nettest	Save and Send Form
	Etit Dependent O Delete Dependent		Copy regularization Link	
		Supe & Coefficient		

d. <u>Dependents List</u> - Members lists their dependents accompanying them to the gaining location.

- For <u>OCONUS reassignments</u>, 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.

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		«Back									
urpose & isclosure	•	Tim Barakat									
ersonnel formation	•	Date of Birth: 15 Feb 2004		Completed S	lections 0 / 6						
oouse formation	•	Dependent Details		Ded ID *		Candor					
ependents List			٥			(none selected)			~		
arakat, Tim arakat, Bob		Does the family member have High	School Diploma or Ed	quivalent Certificate?							
gn & Submit		Is the family member's Care Provid	er(s) Outside the Mili	tary Treatment Facility? *							
		Ves No Does the family member reside wit	h you (Sponsor)? *								
		Has this family member ever been	enrolled in DEERS und	der a different sponsor's name	e or DoD ID? *						

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#### <mark>\*THE FOLLOWING ARE FOR THOSE MEMBERS APPROVED FOR AN EFMP</mark> 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 INFORMAITON THOURGH DAF Family Vector . PLEASE SEE BELOW.

Purpose & Disclosure	0	« Back FMTS Application	Head hadp with this pag
Personnel Information	0	Daniel Brown Date of Birth: 15 Kay 2011 Complexed Sensors 6/7	
Spouse Information	0	Supporting Information Please provide us with any additional information that you think may be helpful to ensure the best possible care is provided.	
Dependents List Brown, Daniel		Some examples would be: "we even at this base 2 years ago and used DL-Jones and DL Smith" "we have researched this location and plan to use DL-Jones and DL Smith" "we have researched this location and plan to use DL-Jones and DL Smith" "we not endy need a build with explicit and out that can do enter specific procedure"	
Brown, Lindsey Brown, Sheila Sign & Submit	۰	Do not upload medical records.      Upload Additional Documents (optional)      Oran & Dans wave (dot on & Remove	
		Brid Save & Costine	

e. <u>Sign & Submit</u> – 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).