

## **Family Member Relocation Clearance (FMRC)**

*The following information will assist you in preparing paperwork and arranging your clearance appointment if you are traveling for a Permanent Change of Station (PCS) either Outside the Continental United States (OCONUS), which includes Alaska and Hawaii, or inside the Continental United States (CONUS).*

### **OCONUS PCS**

*FRMC process is required for all family members traveling.*

#### **AF Form 1466:**

- Pages 1-3: Completed and signed by Active Duty Member
- Pages 4-5: Leave Blank. This is completed at FMRC Appointment.

#### **AF Form 1466D (Dental Form):**

- Completed for all dependents ages 2 and above by a dentist (military or civilian).

#### **DD FORM 2792 (PHYSICIAN FORM):**

- Completed by physician (military or civilian) for all dependents. If care is provided by a specialist, please have the specialist complete form.

#### **DD FORM 2792-1 (SCHOOL FORM):**

- Completed for all dependent children, by their school. If home-schooled, home school teacher completes. If not school aged, a parent can complete. If an Individual Education Plan (IEP) or Individual Family Service Plan (IFSP) exists, it must be included.
- If the family member is not seen at the Military Treatment Facility, please have the Civilian physician(s) provide a copy of all medical records for the past 18 months.

### **CONUS PCS**

*(for family members enrolled in the Exceptional Family Member Program (EFMP) or meeting criteria for EFMP)*

#### **AF Form 1466**

#### **DD FORM 2792 (PHYSICIAN FORM):**

- *Only if enrolled for special medical needs*

#### **DD FORM 2792-1 (SCHOOL FORM):**

- *Only if enrolled for special educational needs*

### **FMRC APPOINTMENT**

These appointments are required to review and complete the paperwork. If you bring the above paperwork to the business office by Noon on Wednesday, you will normally be scheduled for one of the appointment slots the following Monday, which are available from 0930 to 1030am, and generally take 15 minutes. (On the first Monday of the month meetings are held from 1300-1400). It is required for OCONUS that all family members who will be traveling attend this meeting. For CONUS, it is required for the family member(s) enrolled in EFMP only. If all slots are taken, you will be scheduled for the following Monday.

If family members are enrolled in EFMP or have newly identified special needs, the gaining base has up to 14 days to determine if the needs of the family can be met and travel to the base is approved.

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Questions? Please contact:

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OR

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