



## DoD INSTRUCTION 6000.20

### FAMILY MEMBER TRAVEL SCREENING

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**Originating Component:** Office of the Under Secretary of Defense for Personnel and Readiness

**Effective:** October 1, 2024

**Releasability:** Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

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**Purpose:** In accordance with the authority in DoD Directive 5124.02, this issuance establishes policy, assigns responsibilities, and prescribes procedures for screening family members of active duty Service members (referred to in this issuance as “family members”) requesting travel to overseas locations at the U.S. Government’s expense.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

### **1.2. POLICY.**

a. Family members who have been requested, by a Service member, for dependent travel overseas at the U.S. Government’s expense will undergo a family member travel screening (FMTS) before travel is authorized. Family members identified as having conditions requiring enrollment in the Exceptional Family Member Program (EFMP) will be further evaluated pursuant to DoD Instruction (DoDI) 1315.19. This issuance focuses on FMTS. However, DoDI 1315.18 addresses command sponsorship, along with limitations on dependent travel overseas.

b. Differences in FMTS procedures between each DoD Component will be reduced as much as possible.

c. Personally identifiable information that is created, collected, used, processed, stored, maintained, disseminated, and disclosed in the execution of this instruction, will be managed in accordance with DoDI 5400.11 and DoD 5400.11-R.

d. Protected health information is managed in accordance with DoD Manual (DoDM) 6025.18.

## SECTION 2: RESPONSIBILITIES

### 2.1. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS (ASD(HA)).

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) and in coordination with the Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)), the ASD(HA) oversees, revises, and updates this issuance as necessary.

### 2.2. ASD(M&RA).

Under the authority, direction, and control of the USD(P&R), the ASD(M&RA):

- a. Collects and analyzes Military Department data to evaluate the effectiveness of the FMTS process.
- b. In conjunction with the ASD(HA), revises and updates this issuance as necessary.
- c. Establishes measures to assess the effectiveness of this issuance.

### 2.3. DIRECTOR, DEFENSE HEALTH AGENCY (DHA).

Under the authority, direction, and control of the USD(P&R), through the ASD(HA), the Director, DHA:

- a. Prescribes guidelines necessary to implement this issuance within the DHA.
- b. Establish procedures to:
  - (1) Complete FMTS within 45 calendar days of the family member presenting to the military medical treatment facility (MTF) for the screening.
  - (2) Coordinate potential travel concerns between the losing and gaining MTF FMTS offices. The gaining FMTS office must:
    - (a) Review the FMTS forms and other required documents.
    - (b) Recommend identified medical and dental travel concerns to the appropriate office.
  - (3) Direct MTFs and health care providers to comply with this issuance, including by:
    - (a) Providing travel-related medical screening services at MTFs in support of FMTS for family members who have requested government-sponsored travel, within 45 days of the family members presenting to the MTF for the screening.

(b) In accordance with DoDI 6205.02, providing travel-related immunizations and immunizations screening services at MTFs for family members who have requested government-sponsored travel.

(4) Establish qualifications for health care providers who conduct medical screenings or review FMTS documents.

(5) Through the Planning, Programming, Budgeting, and Execution process, allocate sufficient resources to execute FMTS at MTFs.

(6) Assist the Secretaries of the Military Departments in identifying screened family members for potential enrollment in the EFMP, as appropriate.

(7) Submit an annual report to the ASD(HA) verifying MTF compliance with this issuance.

#### **2.4. SECRETARIES OF THE MILITARY DEPARTMENTS.**

The Secretaries of the Military Departments:

a. Through the appropriate Military Department personnel office, and in accordance with Volume 2 of DoDM 8910.01, require that family members are screened to determine the existence of medical, dental, or educational concerns before authorizing command sponsorship or family member travel to an overseas location. Service members declining participation in the FMTS process are not authorized transportation for their family members to and from the overseas duty station at the U.S. Government's expense.

b. Utilize MTFs for travel related medical screening in support of FMTS.

c. Consider the FMTS process timeline when providing Service members official assignment notification. The notification must allow family members 60 calendar days to complete the FMTS process.

d. In coordination with the gaining FMTS office:

(1) Review FMTS forms and other required documents to determine the availability of services.

(2) Recommend travel based on availability of services for identified medical, dental, or educational travel concerns to the appropriate office.

(3) In accordance with DoDI 1315.19, forward EFMP enrollment paperwork to the appropriate Military Service EFMP point of contact for an enrollment determination when a condition is identified during FMTS.

e. Must not authorize transportation for family members to and from an overseas duty station at the U.S. Government's expense for Service members who fail to comply with this issuance. Family members may travel at their own expense to overseas locations.

(1) The Secretaries of the Military Departments notify Service members whose family members travel to overseas locations without command sponsorship that their family members must not be empaneled or assigned a primary care provider at MTFs; and inform them that:

(a) If available, family members may only receive care at MTFs on a space-available basis instead of at the priority two level.

(b) If care is not available in the MTF on a space-available basis, family members must use their TRICARE benefit to receive care in the network only.

(2) Non-command sponsored family members must comply with this issuance before being granted command sponsorship.

f. Establish FMTS requirements within their respective Military Departments in accordance with this issuance.

g. Approve additional remote geographic areas, where health care access may be limited, that require FMTS before travel at U.S. Government expense.

h. Submit a quarterly report to the ASD(M&RA), identifying FMTS process data points to monitor the FMTS process and refine as necessary, including, but not limited to:

(1) Cycle times of FMTS from start to finish.

(2) Number of non-recommendations for travel and the reason for the non-recommendation.

(3) Number of EFMP enrollments as a result of the FMTS.

## SECTION 3: PROCEDURES

3.1. The screening procedures in this section are intended to identify risks to the family member's safety and well-being. FMTS must be conducted by health care providers and administrative staff at MTFs.

3.2. The following DD forms will be required to document FMTS and can be accessed at <https://www.esd.whs.mil/Directives/forms/>.

a. DD Form 3040, "Screening Verification," identifies the family member(s) who is requesting travel at U.S. Government expense and has been assigned Office of Management and Budget (OMB) control number 0704-0560 in accordance with Volume 2 of DoDM 8910.01. The expiration date of this information collection can be found on the Office of Information and Regulatory Affairs website at <https://www.reginfo.gov/public/do/PRASearch>.

b. DD Form 3040-1, "Medical and Educational Information," documents the medical and educational information of each family member and has been assigned OMB control number 0704-0560 in accordance with Volume 2 of DoDM 8910.01. The expiration date of this information collection can be found on the Office of Information and Regulatory Affairs website at <https://www.reginfo.gov/public/do/PRASearch>.

c. DD Form 3040-2, "Dental Health Information," documents the family member's dental health in preparation for a move to a location where the patient may have limited access to dental care and has been assigned OMB control number 0704-0560 in accordance with Volume 2 of DoDM 8910.01. The expiration date of this information collection can be found on the Office of Information and Regulatory Affairs website at <https://www.reginfo.gov/public/do/PRASearch>.

d. DD Form 3040-3, "Patient Care Review," summarizes medical care received by family members from external, non-DoD health care providers outside of a DoD facility and has been assigned OMB control number 0704-0560 in accordance with Volume 2 of DoDM 8910.01. The expiration date of this information collection can be found on the Office of Information and Regulatory Affairs website at <https://www.reginfo.gov/public/do/PRASearch>.

e. DD Form 3040-4, "Administrative Review Checklist," is used by FMTS staff to track the documentation process and has been assigned OMB control number 0704-0560 in accordance with Volume 2 of DoDM 8910.01. The expiration date of this information collection can be found on the Office of Information and Regulatory Affairs website at <https://www.reginfo.gov/public/do/PRASearch>.

## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
ASD(HA)	Assistant Secretary of Defense for Health Affairs
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
DD	Department of Defense (form)
DHA	Defense Health Agency
DoDI	DoD instruction
DoDM	DoD manual
EFMP	Exceptional Family Member Program
FMTS	family member travel screening
MHS	Military Health System
MTF	military medical treatment facility
OMB	Office of Management and Budget
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

### G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
<b>command sponsored family member</b>	A family member who is approved to accompany Service member at an overseas location.
<b>family member</b>	A member of a Service members family considered to be a dependent as defined by Section 401 of Title 37, United States Code.
<b>FMTS</b>	The process of screening all family members of active duty Service members who request government-sponsored travel to locations overseas for potential travel concerns, which may include medical, educational, and dental needs, and coordinating all travel concerns with the gaining FMTS office.



<b>TERM</b>	<b>DEFINITION</b>
<b>gaining FMTS office</b>	The MTF office responsible for determining the availability of services at the projected duty location and processing the family member travel screening forms, including coordination with another office, if applicable.
<b>health care provider</b>	Defined in DoDI 6025.13.
<b>losing FMTS office</b>	The MTF office responsible for distributing the family member travel screening forms to the family, conducting the medical screening of family members requesting travel at U.S. Government expense, and conducting the administrative review of the FMTS forms.
<b>overseas</b>	Defined in DoDI 1315.18.
<b>travel concerns</b>	Includes medical, educational, and dental needs of family members as identified through the FMTS process.

## REFERENCES

- DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Instruction 1315.18, “Procedures for Military Personnel Assignments,” October 28, 2015, as amended
- DoD Instruction 1315.19, “Exceptional Family Member Program,” June 23, 2023
- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019, as amended
- DoD Instruction 6025.13, “Medical Quality Assurance and Clinical Quality Management in the Military Health System,” July 26, 2023
- DoD Manual 6025.18, “Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DoD Health Care Programs,” March 13, 2019
- DoD Instruction 6205.02, “DoD Immunization Program,” July 23, 2019, as amended
- DoD Manual 8910.01, Volume 2, “DoD Information Collections Manual: Procedures for DoD Public Information Collections,” June 30, 2014, as amended
- United States Code, Title 37, Section 401