

# **Humanitarian and Exceptional Family Member Program**

Applicable to: Active Duty

## **Humanitarian and Exceptional Family Member Programs**

Welcome to the Air Force Personnel Center's Humanitarian and Exceptional Family Member Programs web page. This page will give active-duty officers and enlisted members critical information about the Humanitarian and Exceptional Family Member Programs, application procedures, and resources related to the Humanitarian and Exceptional Family Member Programs. For more information about Humanitarian and Exceptional Family Member programs, please call the Total Force Service Center at 800-525-0102.

## **Defining and Consideration of a Family Member for Humanitarian and Exceptional Family Member Program**

For humanitarian consideration, a family member can be the applicant's spouse, child, parent, parent-in-law, stepparent, or other person actually residing in the applicant's household who is dependent on the applicant. It can also be someone who acted in loco parentis, that is, raised either the applicant or his or her spouse in the place of a parent for a minimum of five years before the applicant's entry on active duty or 21st birthday, whichever comes first. While siblings (brothers and sisters) are not within the usual definition of family member for humanitarian consideration, a request involving a terminal illness is considered as an exception to policy.

## **Applying for Humanitarian or Exceptional Family Member Program**

The applications are available electronically on the [virtual MPF](#) (vMPF) which can be accessed on the AFPC website. Once you're logged into the vMPF, navigate using the tabs on the left side of the page, to the "Self Service Actions" tab, then the "Assignments" tab, and finally either the "Humanitarian", "EFMP", or "EFMP Based on the Denied Family Member Travel" tab, as appropriate. The application is sent electronically to your Commander for his or her endorsement and then forwarded to the Total Force Service Center, San Antonio. You will have the opportunity to electronically attach supporting documents to your application prior to submitting it, or you may fax them to the Service Center. Once the application is complete, the Service Center notifies the EFMP/Humanitarian Office that a new request is ready for review.

NOTE: Technical training students and basic trainees will still submit applications through their servicing military personnel element.