

Military Personnel Division

United States Army Garrison Grafenwoehr

ATTN: MPD Actions Section

EUR Global: DL IMCOM-E GRAFENWOEHR MPD PERSONNEL ACTIONS

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COMMAND SPONSORSHIP CHECKLIST

The following documents must be in the Command Sponsorship packet when submitted to USAG Grafenwoehr MPD Actions Section. ALL DOCUMENTS MUST BE LEGIBLE. Submission of documents not on the below checklist will only slow down the process:

- DA 4187 signed and dated by Soldier and Company Commander**
 - use template available on SharePoint

- DA 4187-1-R**
 - signed and dated by Battalion Commander with *Recommended* Endorsement checked

- ERB/ORB**
 - Check ETS date and ensure Soldier has 12 months left in service from date of request and that the Soldier can serve a total of 36 months at overseas location
 - Copy of extension paperwork if ETS date is within 36 months and the ERB is not updated to reflect the new ETS date

- DA 5888 with EFMP Review Stamp**
 - If Medical EFMP Warranted include the DD2792-1 (pages 1-8)
 - If Educational EFMP Warranted include DD2792-1R (pages 1-3) and IEP Packet
 - OR the Medical printouts from the EFMP office can replace the DD2792-1

- PCS Orders assigning the Soldier overseas and into the community**

- Document(s) justifying Command Sponsorship***
 - Marriage certificate, birth certificate, custody documents**, etc.

- Completed request for Family Travel Document (4001)
 - **Only required if dependents are stateside**

- Copy of Passport (**for Non-US Citizens, this is used to prove citizenship**)

- Copy of IMCOM-Europe SOFA Card (**for dependents from a VISA Restricted Country**)

*All foreign documents must be submitted in one of two ways: submit a copy of the original foreign document, plus a copy of the document translated into English; or submit the international format document with multiple languages, one of which must be English.

**Custody documents FOR US CITIZENS: Legal documents from a United States Court must state that the Soldier or Soldier's Spouse is granted full legal and physical custody, permanent physical custody or sole managing conservatorship of a family member. A power of attorney, a foreign court document for a US citizen, DEERS enrollment, or a notarized statement is not authorized documentation.

**Custody documents FOR NON-US CITIZENS: Must be a court document signed by a judge from the country of citizenship and must be submitted with a copy of the document translated into English. Legal documents from a Foreign Court must state that the Soldier or Soldier's Spouse is granted full legal and physical custody, permanent physical custody or sole managing conservatorship of a family member. A power of attorney, DEERS enrollment, or a notarized statement is not authorized documentation.