

**COMMAND SPONSORSHIP CHECKLIST
FOR
SOLDIERS IN EUROPE**

Developed for Soldiers who want their Family to join them in Europe

1. Upon arrival at your permanent duty station contact your local Military Personnel Division (MPD) to start the paperwork. You will need:
- request for Command Sponsorship using the DA Form 4187 (Personnel Action), signed by your commander
 - copy of your orders
 - proof of Family member status (birth certificate, marriage license, etc.)
 - completed Part A of the DA Form 5888, Family Member Deployment Screening Form, authenticated by your local Military Personnel Division*
 - proof of custody
 - location and point-of-contact information for Family members.

NOTE: If deployed, Part A of the DA 5888 can be authenticated electronically by Personnel.

2. Notify your Family of the process (see diagram on reverse side)
3. Make sure your Family is enrolled in DEERS and TRICARE, if not already enrolled
4. Be aware that you will have a 36-month accompanied tour requirement upon approval of Family travel and have 12 months remaining in Europe after arrival or acquisition of Family members. You may be required to extend or re-enlist in order to meet tour requirements.
5. Contact your local Army Community Service (ACS) Exceptional Family Member Program (EFMP) Manager if you have any questions concerning Family members with special medical or educational needs

* Contact your local Military Healthcare Facility EFMP Case Coordinator or ACS EFMP Manager for assistance with the stateside screening process. Please see the diagram explaining this process on the reverse side of this checklist. This process may take time...so start early.

**START EARLY AND KEEP INFORMED OF THE PROGRESS
OF YOUR REQUEST**



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COMMAND SPONSORSHIP CHECKLIST

MEMO SIGNED BY BATTALION COMMANDER ACKNOWLEDGING SOLDIERS
REQUEST OR DA FORM 4187-R _____

DA FORM 4187 COMPLETED _____

DA FORM 5888 EFMP SCREENING VERIFIED BY DEERS _____
(For children born in the Command, no EFMP screening needed, just verification of
DEERS enrollment, and proof of Command Sponsorship for other dependents).

DD FORM 2792 (PAGES 1-8) IF CONSIDERED WARRANTED IN EFMP _____

IF EDUCATIONAL, IEP FROM SCHOOL (Individual Education Process) _____

4001 WORKSHEET _____

MARRIAGE CERTIFICATE _____

IF SPOUSE IS FROM GERMANY'S VISA-RESTRICTED COUNTRIES, SOFA CARD
NEEDS TO BE INCLUDED IN THE PACKAGE _____

BIRTH CERTIFICATE OF CHILDREN (IF ANY) _____

** CUSTODY PAPERWORK FOR ANY STEPCHILDREN** _____

ORDERS TO GERMANY & 64TH TO SCHWEINFURT _____

ERB/ORB _____

COPY OF EXTENSION TO MEET 36 MONTH TOUR REQUIREMENT _____

**** NOTE****

IF SPOUSE WAS NEVER MARRIED TO THE BIOLOGICAL FATHER AND
CUSTODY HAS NEVER BEEN AN ISSUE THEN AN AFFIDAVIT CAN BE
SUBMITTED THROUGH JAG.