

**CHECKLIST
FOR
SOLDIERS REQUESTING AN EARLY RETURN OF FAMILY MEMBERS**

Developed for Soldiers who are requesting an early return of their Family members to CONUS

1. Contact your local Military Personnel Division (MPD) to start the paperwork. You will need:
- request for Early Return of Dependents (ERD) using the DA Form 4187 (Personnel Action), signed by your commander
 - copy of your orders
 - proof of command sponsorship for Family members going back to CONUS
 - letter from current Commander supporting the ERD
 - updated EFMP paperwork, if applicable (DD 2792 and/or DD 2792-1 or current PERnet summary)
 - supporting documentation from applicable medical, mental health, chapel, educational, or financial personnel

CHECK WITH YOUR MPD FOR ANY ADDITIONAL PAPERWORK YOU NEED TO SUBMIT

2. Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
3. Follow local guidelines regarding Military Personnel Division procedures in order to determine appropriate entitlements for transportation back to CONUS of your Family members.
4. Make sure your Family is enrolled in DEERS and TRICARE, if not already enrolled
5. Be aware that you must be on a 36-months accompanied tour and have 12 months remaining in Europe after arrival or acquisition of the Family members, if they elect to return at a later date and are command sponsored. You may be required to extend or re-enlist in order to meet tour requirements.
7. If your Family is to relocate to a location considered to be overseas, e.g Puerto Rico, then coordination must occur with the gaining medical authorities/EFMP office if there are EFMP issues in your Family.
8. 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

NOTE: Early return of dependents cannot be due to Soldiers deployment.

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