

**COMMAND SPONSORSHIP CHECKLIST
FOR
SOLDIERS INVOLVED WITH A UNIT MOVE/CLOSURE**

Developed for Soldiers who are assigned to units that are moving or deactivating

1. Upon notification of a unit's move or deactivation, the unit S-1 office will notify the ERMCA EFMP Coordinator with the unit's Unit Identification Code (UIC).
2. The ERMCA EFMP Coordinator will review the unit roster for Soldiers with EFMs, according to PERNET and the Family travel database and so annotate on the roster. The roster will be sent to the local ACS EFMP manager and the local Health Clinic EFMP case coordinator for action.
3. Soldiers will be contacted by the local health clinic EFMP case coordinator for appointments for EFMP updates or EFMP screenings, depending on the projected assignment of the Soldier.
4. You, the Soldier, will need:
 - request for Command Sponsorship using the DA Form 4187 (Personnel Action), signed by your commander
 - proof of Family member status (birth certificate, marriage license, etc.), as applicable
 - completed Part A of the DA Form 5888, Family Member Deployment Screening Form, authenticated by your local Military Personnel Division after checking DEERS
 - proof of custody, if children acquired with the marriage

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

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

5. Make sure your Family is enrolled in DEERS and TRICARE, if not already enrolled.
6. 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 moving to another European location. Requirements are different for other overseas locations; i.e. Korea, Pacific, etc. Contact gaining Military Personnel Division for requirements. You may be required to extend or re-enlist in order to meet tour requirements.
7. Bring all Family members to your EFMP screening appointment as directed by the EFMP case coordinator. The EFMP case coordinator will provide further instructions.
8. After the health clinic EFMP screening, take the completed DA 5888, DA 4187, and any EFMP paperwork * to your local re-assignment personnel at MPD. If your Family has EFMP issues, the paperwork will be submitted to IMCOM-Europe Family travel office for further processing, if moving to another Europe location. Your MPD will process to gaining command if going to another overseas area. If no EFMP issues are identified, your local personnel office will process your request for command sponsorship at the new location. **ORDERS ARE NOT TO BE PROCESSED UNTIL EFMP IS CLEARED FOR NEW LOCATION.**
9. 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

* Includes DD 2792, DD 2792-1, Individualized Family Service Plan, Individual Education Program, as applicable. See DD forms for Privacy Act information and use of the medical information provided on the form.

START EARLY AND KEEP INFORMED OF THE PROGRESS OF YOUR REQUEST