

Military Personnel Division

United States Army Garrison Bavaria

ATTN: MPD Actions Section

MIL Global: USARMY Bavaria IMCOM Europe List MPD Pers Action Email

Address: usarmy.bavaria.id-europe.mbx.mpd-pers-action@army.mil

TRANSFER OF COMMAND SPONSORSHIP CHECKLIST

The following documents must be in the Command Sponsorship packet when submitted to USAG Bavaria MPD Actions Section:

- DA 4187 Transfer of Command Sponsorship (DEC 2022) signed and dated by Soldier and Company Commander
 - Page 1 signed and dated by Company Commander with *Recommended* Endorsement checked

- DA 4187 Acceptance of Command Sponsorship (DEC 2022) signed and dated by Soldier and Company Commander
 - Page 1 signed and dated by Company Commander with *Recommended* Endorsement checked

- Soldier Talent Profile (IPPS-A) Within 30 days (both service members)

- PCS Orders assigning Soldier overseas and into the community (both service members)

- Marriage Certificate

- Birth Certificate
 - International German Birth Certificate or U.S. Report of Birth Abroad

**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 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.