

Military Personnel Division

United States Army Garrison Bavaria

ATTN: MPD Actions Section

MIL Global: USARMY Bavaria IMCOM Europe List MPD Pers Action

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COMMAND SPONSORSHIP CHECKLIST

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

- DA 4187 (MAY 2014) signed and dated by Soldier**
 - Page 1 signed and dated by Company Commander with *Recommended* Endorsement checked
 - Page 2 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 1-11)
 - If Educational EFMP Warranted include DD2792-1R (pages 1-3) and IEP Packet

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

- Document(s) justifying Command Sponsorship**
 - Marriage certificate, birth certificate, custody documents**, etc.
 - Spouse's citizenship must be proven

- Passport (for Non-US Citizens)**

- IMCOM-Europe VISA/SOFA Stamp Card (for VISA Restricted Countries only)**

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

**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.