

EARLY RETURN OF DEPENDENTS CHECKLIST

Verification:

- Are you pending chapter/separation?
- Are you on assignment?
- Do you have an approved retirement?

*****If you answered YES to any of these – you are NOT eligible for an ERD.**

Required Documents:

- AE Form 55-46A (LastName_AEForm.pdf)
- DA Form 4187 (LastName_DAFORM4187.pdf)
- Statement of Understanding (LastName_SOU.pdf)
- PCS Orders bringing you to USAG Bavaria (LastName_Orders.pdf)
- Command Sponsorship orders bringing your Family (LastName_CS.pdf)
- Copy of all passports information pages for each dependent (LastName_passports.pdf)
- Copy of SOFA stamp for each dependent (LastName_SOFA.pdf)
- ORB/SRB/ERB dated within 1 week of submission (LastName_SRB.pdf)

Additional Requirements if Family Already Returned to the U.S.:

- Itinerary for completed travel showing the date of departure (LastName_Flights.PDF)

Supporting Documents:

Reason	Acceptable Documents (ONLY NEED 1 from this list)
Divorce/Separation	Affidavit from legal/Decree/Memo from Commander
Financial Difficulties	Memo from Financial Readiness at ACS
Unforeseen Family Problems	Memo from Commander/Counseling/Affidavit
Death/Illness of a close relative	Red Cross Message/Affidavit/Memo from Commander
Essential medical care unavailable	Letter from medical clinic
Inadequate educational facilities	Letter from School Liaison Office or DODEA
Dependent report to Armed Forces	Orders or Contract
Death/Incapacitation of a care giver	Red Cross Message/Affidavit/Memo from Commander
Lack of acceptable employment for dependent <i>children</i> 18+, which may result in adverse actions by dependent	Memo or counseling from Commander
Reason of compassionate nature	Memo from Commander/Counseling/Affidavit

Submission:

- Download the Early Return of Dependents – Self Submission How-To Guide
- Verify GEARS routing to your orderly room: _____
- Verify GEARS routing to your commander: _____

This form was published by the Actions Team, USAG Bavaria Military Personnel Division.

Forms and Resources for ERDs are available:

<https://home.army.mil/bavaria/index.php/Directorates/dhr/early-return-dependents>

Email MPD Actions: usarmy.bavaria.imcom-europe.list.mpd-pers-action@mail.mil