Process Following Marriage

LAST UPDATED: NOVEMBER 2023

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PROCESS FOLLOWING MARRIAGE

Enroll Spouse in DEERS

- Set-up appointment with DEERS
- Bring spouse and necessary documentation
 - Original marriage certificate (translated into English if in another language), spouse's ID, spouse's passport
 - Spouse will receive ID Card once enrolled into DEERS
- Obtain Spouse's Medical Records from Past 5 Years
- > Medical records must be translated into English if spouse is foreign national

EFMP Process

- Start EFMP process by going to EFMP website (https://efmp.army.mil/ EnterpriseEfmp/)
 - Login with CAC and click "Begin New Package"



• Choose "Overseas Travel Screening"

🗙 Home			4		
		efmp.army.mil			
Q				•	
	Ly EFMP Actions Enrollment Summary HART MEMBERS (3) View All Enrollment Details	Ser Cracte a New EFMP Package Are the action you would like to porton: The dubba best of porton: T	© Create N View Details]:	0

- Fill out and submit package
- Call clinic and ask to be transferred to EFMP to set-up appointment to hand in spouse's medical documents from the last 5 years
 - These documents will need to be translated into English if spouse is foreign national
- Set-up appointment through EFMP case coordinator for spouse to be screened at the clinic
- Receive DA 5888 with EFMP review stamp from EFMP case coordinator following clinic screening

Command Sponsorship (Checklist Attached; must complete before starting housing and finance)

- E-mail completed command sponsorship checklist documentation to usarmy.bavaria.imcom-europe.list.mpd-pers-action@mail.mil
- Receive e-mailed command sponsorship memorandum PDF (as seen below)

DEPARTMENT OF THE ARMY UNITED STATES ARMY GARRISON BAVARIA UNIT 28130 APO AE 09114-8130
AMIM-BAH-M 04 October 2023
MEMORANDUM FOR COMMANDER 4-2CR (WJHKS0)
SUBJECT: Command Sponsorship verification for dependents of
1. Effective Exercise , change of tour to an accompanied "with dependents" tour is approved. THIS APPROVAL SHOULD HAVE NO EFFECT ON SOLDIER'S CURRENT DEROS
2. Command Sponsorship is approved for:
NAME RELATIONSHIP DATE OF BIRTH SPOUSE Image: Constraint of the second sec
3. This approval verifies that the Soldier has met the necessary requirements for Command Sponsorship. Soldier may acquire government or economy quarters through the local Housing Office. Soldier's Family Member(s) has/have been screened through the Exceptional Family Member Program (EFMP) and is/are cleared to reside in the Soldier's community of assignment.
4. Command Sponsorship approval, in itself, is not authorization for the Family Member(s) to travel to the United States upon the Soldier's DEROS. It will not be used, in any way, as supporting documentation relating to immigration matters. It is the Soldier's responsibility to ensure Family Member(s) meet(s) immigration requirements at the time of PCS to the United States.
5. Reimbursement is not authorized if Family Member(s) travel(s) before the effective date of travel authorization from the Housing Office.
6. Approved by authority of Director, IMCOM-E-HNLFOA, IMEU-HMT.
7. Point of contact is USAG Bavaria Military Personnel Division, DSN 526-4466, or email <u>usarmy.bavaria.id-europe.mbx.mpd-pers-action@army.mil</u> .
8. Distribution of this message will be made to Soldier's unit of assignment and all community agencies as deemed appropriate.
9. For community information, please access http://www.bavaria.army.mil/newcomers/index.html
FOR THE COMMANDER:

3 | Page

Housing

- Bring a copy of PCS Orders, ERB/ORB/STP, and command sponsorship memorandum to housing office to be placed on waiting list
- Housing will call you in to pick up keys to look at two to three options.
- Once you decide on a house, you will bring the accepted house assignment letter back with the keys the same day.
- You will set up an appointment for the house to be inspected (with you or your spouse present) and the inspector will give you the keys on site.
- You will need to go back to the housing office to pick up your official Housing Assignment letter (needed for finance).

	Department of the Army
STALENT OF THE	Department of the Army - USAG Bavaria
SALAS NE	Unit 28130
	APO AE 09114
TO 1775 50	Control#:
TATES OF	Date: OCT-30-2023
MEMORANDUM FOR: SEE DIS	TRIBUTION
SUBJECT: Assignment to Family	/ Housing
1. The following individual is ass SSN: XXX-XX-	igned to On-Post Housing: Name:
Branch: ARMY	Pay Grade:
Rank:	
UIC / Name:	
2. This individual is assigned to t	the following dwelling:
Address:	
3. The effective date of assignment	ent is:
4. This dwelling is Adequate Fan	nily Housing.
5. This move is for the convenier	nce of the GOVERNMENT.
6. This dwelling will be occupied	by the individual and authorized family members.
	Housing Manager TB/RB
	USAG Bavaria
DISTRIBUTION	
ACKNOWLEDGE RECEIPT: 1	
PSD / COMMAND / FAO: 2	
QUARTERS FILE: 1	
SERVICE MEMBER: 1	



- To change your dependent code and receive COLA for your spouse, you will need the following:
 - Two DA Form 4187s (template as seen below) accompanied by a copy of your command sponsorship memorandum and a copy of your marriage certificate.
 - The only difference between the two DA 4187 forms will be under the "Remarks" section.
 - The first form will state "change COLA rate from 9 to 0" and the second form will state "change COLA rate from 0 to 1".

For use		PERSONNEL ACTION see DA PAM 600-8; the proponent is the D	CS. (G-1.
		PRIVACY ACT STATEMENT	,	
AUTHORITY: 10 U.S.C. 7013, Secretary of the Au	rmy; DA PAN		emen	nt Administrative Procedures.
PRINCIPAL PURPOSE: To request or record personnel acti	ons for or by	Soldiers in accordance with DA PAM 600-8	8.	
NOTE: For additional information see the S https://dpcld.defense.gov/Portals/49		cords Notice A0600-8-104 AHRC. /Privacy/SORNs/Army/A006-8-104-AHRC.p	odf	
ROUTINE USE(S): There are no specific routine uses	anticipated fo			ber of proper and necessary routine uses
DISCLOSURE: Voluntary, however, failure to impai			roce	essing the request for personnel action.
	SECT	ON I - PERSONAL IDENTIFICATION		
1. THRU (Include ZIP Code)		ude ZIP Code)		ROM (Include ZIP Code)
	A106 Fin	ance 4 GRAFENWOEHR		OMMANDER FRP, 4TH SQDN, 2D CR
	APO, AE		RO	SE BARRACKS, GM
			AP	O AE 09112
4. NAME (Last, First, MI)	5	. GRADE OR RANK / PMOS / AOC		6. DOD ID NUMBER
	SECTION	I - DUTY STATUS CHANGE (AR 600-8-6)		
	SECTION			
7. The above Soldier's duty status is changed from				to
		effective	_ ho	ours,
		I - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropria			_	T
Service School (Enl only)		al Forces Training/Assignment	닏	Identification Card
ROTC or Reserve Component Duty		e-Job Training (Enl only)		Identification Tags
Volunteering For Oversea Service		ting in Army Personnel Tests		Separate Rations
Ranger Training	=	signment Married Army Couples	닏	Leave - Excess/Advance/Outside CONUS
Reassignment Extreme Family Problems		ssification		Change of Name/SSN/DOB
Exchange Reassignment (Enl only) Airborne Training		er Candidate School t of Pers with Exceptional Family Members	<	Other (Specify): COLA CHANGE
9. SIGNATURE OF SOLDIER (When required)		torr ers with Exceptional r anny members		10. DATE (YYYYMMDD)
S	ECTION IV -	REMARKS (Applies to Sections II, III, and	V)	
	0			
1. SM requests to change COLA rate from 9 to	5 0.			
2. Justification: SM is moved into housing				
3. Effective Date:				
4. ; Spouse; DOB:	DOM			
, spouse, Bob.	, DOM.			
5. Location: DE231				
Encl. Command sponsorship for wife, Marriag	e certificat	a		
r	,			
		RTIFICATION / APPROVAL / DISAPPRO		
11. I certify that the duty status change (Section II) o				
		AL RECOMMEND DISAPPROVAL	✓	
12. COMMANDER / AUTHORIZED REPRESENTAT	IVE	13. SIGNATURE		14. DATE (YYYYMMDD)
DA FORM 4187, DEC 2022	PF	EVIOUS EDITIONS ARE OBSOLETE.		APD AEM v1.01ES Page 1 o

For use o	of this	PERSONNEL ACTION form, see DA PAM 600-8; the proponent is the D	CS (G-1
		PRIVACY ACT STATEMENT	55,	•
AUTHORITY: 10 U.S.C. 7013, Secretary of the Arr	ny; D		emen	nt Administrative Procedures.
PRINCIPAL PURPOSE: To request or record personnel actio	ns for	or by Soldiers in accordance with DA PAM 600-	8.	
NOTE: For additional information see the Sy	/stem	•		
ROUTINE USE(S): There are no specific routine uses an				ber of proper and necessary routine uses
identified in the system of records no DISCLOSURE: Voluntary, however, failure to impart		specified in the purpose statement above. nent information may result in a delay or error in c	oroce	essing the request for personnel action.
	·	SECTION I - PERSONAL IDENTIFICATION		<u> </u>
1. THRU (Include ZIP Code)		O (Include ZIP Code)		ROM (Include ZIP Code)
		6 Finance		MMANDER
		OG 244 GRAFENWOEHR), AE 09114		IRP, 4TH SQDN, 2D CR SE BARRACKS, GM
	111 (, <u>111</u> 07114		O AE 09112
4. NAME (Last, First, MI)		5. GRADE OR RANK / PMOS / AOC		6. DOD ID NUMBER
	SEC	(ION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from		. , ,		to
		effective	ho	ours,
	SECT	ION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate	e)			1
Service School (Enl only)		Special Forces Training/Assignment		Identification Card
ROTC or Reserve Component Duty		On-the-Job Training (Enl only)		Identification Tags
Volunteering For Oversea Service		Retesting in Army Personnel Tests		Separate Rations
Ranger Training		Reassignment Married Army Couples		Leave - Excess/Advance/Outside CONUS
Reassignment Extreme Family Problems Exchange Reassignment (Enl only)		Reclassification Officer Candidate School		Change of Name/SSN/DOB Other (Specify):
Airborne Training		Asgmt of Pers with Exceptional Family Members	•	COLA CHANGE
9. SIGNATURE OF SOLDIER (When required)				10. DATE (YYYYMMDD)
SE	стю	N IV - REMARKS (Applies to Sections II, III, and	V)	
1. SM requests to change COLA rate from 0 to	1.			
2. Justification: SM is moved into housing				
3. Effective Date:				
	DON	4.		
4. ; Spouse; DOB: ;	DON	1.		
5. Location: DE231				
Encl. Command sponsorship for wife, Marriage	e cert	ificate.		
		V - CERTIFICATION / APPROVAL / DISAPPRO		
11. I certify that the duty status change (Section II) or				
HAS BEEN VERIFIED RECOMMEN			\checkmark	IS APPROVED IS DISAPPROVED
12. COMMANDER / AUTHORIZED REPRESENTATI	VE	13. SIGNATURE		14. DATE (YYYYMMDD)
DA FORM 4187, DEC 2022		PREVIOUS EDITIONS ARE OBSOLETE.		APD AEM v1.01ES Page 1

- > To stop your meal deduction, you will need the following:
 - One DA Form 4187 (template as seen below) accompanied by a copy of the housing assignment letter (housing memo).

	For use of	of this	PERSONNEL ACTION form, see DA PAM 600-8; the proponent is the D	cs	G-1
	1 01 030 0		PRIVACY ACT STATEMENT	<i></i> ,	
AUTHORITY: 10 U.S.	.C. 7013, Secretary of the Arr	my; D	A PAM 600-8, Military Human Resources Manage	emer	nt Administrative Procedures.
PRINCIPAL PURPOSE: To requ	lest or record personnel actio	ons fo	r or by Soldiers in accordance with DA PAM 600-{	B .	
			of Records Notice A0600-8-104 AHRC. Iments/Privacy/SORNs/Army/A006-8-104-AHRC.	ndf	
ROUTINE USE(S): There a	are no specific routine uses a	nticip	ated for this form; however it may be subject to a		ber of proper and necessary routine uses
			s) specified in the purpose statement above. nent information may result in a delay or error in p	roce	essing the request for personnel action
		·	SECTION I - PERSONAL IDENTIFICATION		
1. THRU (Include ZIP Co	ode)	2. T	O (Include ZIP Code)	3. F	ROM (Include ZIP Code)
			06 Finance		MMANDER
			DG 244 GRAFENWOEHR D, AE 09114		IRP, 4TH SQDN, 2D CR DSE BARRACKS, GM
			5, AL 09114		O AE 09112
4. NAME (Last, First, M	1)		5. GRADE OR RANK / PMOS / AOC		6. DOD ID NUMBER
		SEC	TION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's d	uty status is changed from				to
			effective	_ ho	ours,
		SEC	ION III - REQUEST FOR PERSONNEL ACTION		
	action: (Check as appropriat	te)		_	1
Service School (En		Щ	Special Forces Training/Assignment		Identification Card
ROTC or Reserve	1 2	Щ	On-the-Job Training (Enl only)		Identification Tags
Volunteering For O	versea Service	Щ	Retesting in Army Personnel Tests	✓	Separate Rations
Ranger Training		Щ	Reassignment Married Army Couples		Leave - Excess/Advance/Outside CONUS
	eme Family Problems	Щ	Reclassification		Change of Name/SSN/DOB
Exchange Reassig	nment (Eni only)		Officer Candidate School	1	Other (Specify): STOP MEAL DEDUCTIONS
Airborne Training			Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOL	DIER (When required)				10. DATE (YYYYMMDD)
	SE	стю	N IV - REMARKS (Applies to Sections II, III, and	V)	
1. SM requests to stop					
2. Justification: SM 1	s married and lives in off-	-post	government nousing.		
3. Effective Date					
Encl. Housing memo					
	SEC	TION	V - CERTIFICATION / APPROVAL / DISAPPRO	VAL	
11. I certify that the duty			he request for personnel action (Section III) conta		
HAS BEEN V			PROVAL RECOMMEND DISAPPROVAL	✓	IS APPROVED IS DISAPPROVED
12. COMMANDER / AU	THORIZED REPRESENTATI	VE	13. SIGNATURE		14. DATE (YYYYMMDD)
DA FORM 4187. DE	C 2022		PREVIOUS EDITIONS ARE OBSOLETE.		APD AEM v1.01ES Page 1 of 2

Military Personnel Division

United States Army Garrison Bavaria ATTN: MPD Actions Section MIL Global: USARMY Bavaria IMCOM Europe List MPD Pers Action Email Address: <u>usarmy.bavaria.imcom-europe.list.mpd-persaction@mail.mil</u>

COMMAND SPONSORSHIP CHECKLIST

The following documents must be in the Command Sponsorship packet when submitted to USAG Bavaria MPD Actions Section to the e-mail stated above:

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

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-	

	Foruse	of this for	PERSONNEL ACTION m, see DA PAM 600-8; the proponent is the I	200	G-1	
			PRIVACY ACT STATEMENT		G-1.	
	13, Secretary of the An	my; DA P	AM 600-8, Military Human Resources Manag	jeme	nt Administrat	ive Procedures.
PRINCIPAL PURPOSE: To request or	r record personnel activ	ons for or	by Soldiers in accordance with DA PAM 600-	-8.		
NOTE: For additiona	I information see the S	ystem of	Records Notice A0600-8-104 AHRC.			
			nts/Privacy/SORNs/Army/A006-8-104-AHRC			
identified in th	he system of records no	otice(s) s	for this form; however it may be subject to a becified in the purpose statement above.			
DISCLOSURE: Voluntary, ho	wever, failure to impart	pertinen	t information may result in a delay or error in	proce	essing the req	uest for personnel action.
	5		TION I - PERSONAL IDENTIFICATION			4
. THRU (Include ZIP Code) Chief, Military Personnel I	Division	2. TO (h Directo	nclude ZIP Code)		ROM (Include mmander	e ZIP Code)
S Army Garrison Bavaria		IMCO	A-E-HNLFOA, IMEU-HMT	S-1	RP, 4TH S	QDN, 2D CR
TTN: Actions PO AE 09114-8130		ATTN	Family Travel E 09136	RO	SE BARRA O AE 09112	CKS, GM
10 AL 07114-01.50		AUT	E 09150	^{AI}	O AL OM	-
I. NAME (Last, First, MI)			5. GRADE OR RANK / PMOS / AOC			6. DOD ID NUMBER
		SECTIO	NII - DUTY STATUS CHANGE (AR 600-8-6)			
		SECTIO	THE BOTT STATUS CHANGE (AR 600-8-6)		-	
. The above Soldier's duty sta	itus is changed from					to
			effective	_ ho	ours,	
			III - REQUEST FOR PERSONNEL ACTION	4		
I request the following action		-				
Service School (Enl only)			ecial Forces Training/Assignment		Identification	
ROTC or Reserve Compo			-the-Job Training (Eni only)		Identification	
Volunteering For Oversea	a Service		testing in Army Personnel Tests		Separate R	
Ranger Training			assignment Married Army Couples	ЦЦ		ess/Advance/Outside CONUS
Reassignment Extreme F			classification	닏	-	lame/SSN/DOB
Exchange Reassignment	(Eni oniy)	-	cer Candidate School		Other (Spec Command S	
Airborne Training		As	ant of Pers with Exceptional Family Members			
SIGNATURE OF SOLDIER	(When require					10. DATE (YYYYMMDD)
		CTION	- REMARKS (Applies to Sections II, III, and			
IAW AR 55-46 AF SUE			M requests command sponsorship for th		llowing der	endents:
TAW AN TIMU AL SUI	1 AIC LINE and th	UJIR, O	W requests command sponsorship for u	ne ro	nowing ucp	chuchas.
	ate of circumstance	which c	aused action to be initiated: Marriage as	of		
Reason for request and d			ROS: ETS:			
Date Soldier arrived over	rseas:					
Date Soldier arrived over	rseas:	22				
Date Soldier arrived over	rseas:		_			
Date Soldier arrived over Current address of depen	rseas: adents:	22				
Date Soldier arrived over Current address of depen	rseas: dents: doverseas: N/A r's knowledge, the fo	ollowing	are true as of the date the Soldier signe	d the	request:	
Date Soldier arrived over Current address of depen - Date dependents arrived To the best of the Soldier - Soldier is not on assign	rseas: dents: doverseas: N/A r's knowledge, the fo	ollowing	are true as of the date the Soldier signe reenlistment/school obligation that prev	d the	e request: him/her ser	ving 12 months in command
Date Soldier arrived over Current address of depen - Date dependents arrived - Date dependents arrived - Soldier is not on assignr ter approval - Soldiers ETS allows hir	rseas: dents: d overseas: N/A r's knowledge, the fo ment instructions and m/her to serve a 36 n	bllowing 1 has no nonth to	reenlistment/school obligation that prev ur, with 12 months remaining in comma	vents	him/her ser	nd sponsorship approval
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Date Soldier arrived Current address of dependents of the soldier is not of the Soldier - Soldier is not on assign ther approval - Soldier's ETS allows hin - Dependents have been s - Family member(s) meet nels: DA Form 4187 (DE6	rseas: idents: r's knowledge, the for ment instructions and m/her to serve a 36 r screened through the screened through the C 2022), ERB/ORB,	bllowing d has no nonth to Excepti v as a de DA Fo	reenlistment/school obligation that prev ur, with 12 months remaining in commu- onal Family Member Program and are r pendent as indicated in Appendix A, Vc m 5888, PCS orders with all amendmen	and a not w	thim/her ser after comma varianted for e 1, Joint Fe	nd sponsorship approval EFMP deral Travel Regulation.
Date Soldier arrived Current address of dependents of the soldier is not of the Soldier - Soldier is not on assign ther approval - Soldier's ETS allows hin - Dependents have been s - Family member(s) meet nels: DA Form 4187 (DE6	rseas: idents: r's knowledge, the for ment instructions and m/her to serve a 36 r screened through the (s) criteria to qualify C 2022), ERB/ORB, stifying relationship.	bllowing d has no nonth to Excepti v as a de DA Fo Passpor	reenlistment/school obligation that prev ur, with 12 months remaining in commu- onal Family Member Program and are r pendent as indicated in Appendix A, Vc m 5888, PCS orders with all amendment for NON-US citizens.	and a not w olum	him/her ser after comma /arranted for e 1, Joint Fe ringing Sold	nd sponsorship approval EFMP deral Travel Regulation.
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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 \geq 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. \triangleright \triangleright 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 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.