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1. Command Sponsorship: Newborns

Here is a summary of the requirements and procedures for obtaining command sponsorship for a newborn, organized by the parent's status.

Eligibility & Requirements

- Children born to a command-sponsored spouse, or to a Soldier, are command sponsored at birth.
- For children born to a non-command-sponsored individual, the Soldier must meet the tour requirements and, if applicable, custody requirements before the Soldier may apply for command sponsorship of the child. Exception to policy may be granted in accordance with DoDI 1315.18, Enclosure 5.

Scenario	Tour & Time on Station	EFMP Screening	Effective Date of Command Sponsorship
Child of Command-Sponsored (CS) Spouse or Child of a Soldier	**Tour Length**: 36-month accompanied tour required. **Time on Station:** Not applicable.	Not Required. **Note** EFMP (Exceptional Family Member Program) screening is mandatory for newborns born outside of Germany.	Date of Birth
Child of Non-CS Parent	**Tour Length**: 36-month accompanied tour required. **Time on Station:** 12-months	Required.	Date Command Sponsorship is Approved

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Required Documents

Scenario	Required Documents
Child of CS Spouse or Child of a Soldier	• PAR • Baby's Birth Certificate • Orders bringing the Service Member to Germany (including amendments/addendums) • Command Sponsorship Memo (if dependents were not authorized travel on orders to Germany or acquired during tour**)**
Child of Non-CS Parent	• PAR (recommended approval by Company CDR • Baby's Birth Certificate • Orders bringing the Service Member to Germany (including amendments/addendums) • Marriage Certificate (if applicable) • Custody Documents (if not married to the mother of the newborn)

Note: All required documents must be an international version or translated to English.

Custody Requirements

General Custody or Guardianship

- Soldiers or their spouses must have **legal custody** of the Family member to qualify for command sponsorship and government-funded transportation.
- Family members must meet the dependent definition in JTR, Appendix A.
- Normally, a **U.S. court** (including Puerto Rico or U.S. possessions) must grant custody for **at least 12 continuous months**.

Joint Custody

- Command sponsorship and transportation allowances may be authorized when:
  - The Soldier has **primary physical custody**,
  - Provides **more than 50% of financial support**, and
  - The Family member will reside with the Soldier overseas.

Custody Determined by a Foreign Nation

- **If the birth certificate lists the Soldier or the Soldier's current spouse**:
  - A court order from the child's country of origin is required.
- **If the birth certificate does not list the Soldier or the Soldier's current spouse**:
  - A **U.S. court order** is required to establish custody.

Personal Action Request (PAR) Submission

1. **Navigate**: Go to the "My Personnel Action Requests" tile in IPPS-A self service
2. **Create**: Click "Create Personnel Action"
3. **Effective date**: Date you created the PAR
4. **Action/reason**: Select **Admin Records Corrections** and reason **Other**
5. **Details**:
   a. Other type **Command Sponsorship: Newborn**
   b. More information:
      1. Dependent Information: **Name/Relationship/DOB** (one line per dependent)
      2. Date Soldier Arrive Overseas: **Date**
      3. DEROS: **Date**
      4. ETS: **Date**
      5. Soldier Contact Information: **Cellphone/DSN**
      6. Address of Dependent: **Full physical address where dependents reside**
      7. Soldier is a government travel card holder: **Yes or No**
6. **Attachments:** Add required documents
7. **Validate request:** Click validate
8. **Submit PAR:** Par will route to S1. S1 must submit to MPD UDL: 000000000000705

2. Command Sponsorship: Adopted Dependents

Here is a summary of the requirements and procedures for obtaining command sponsorship for adopted dependents.

Eligibility & Requirements

- Soldiers may apply for command sponsorship of Family members they adopt while stationed abroad. Soldiers must meet tour requirements; however, the requirement to have 12 months remaining in the overseas command after the date of adoption does not apply.

Scenario	Tour & Time on Station	EFMP Screening	Effective Date of Command Sponsorship
Adoption	**Tour Length**: 36-month accompanied tour required. **Time on Station:** Not applicable.	Required	Date command sponsorship is approved

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Required Documents

Scenario	Required Documents
Adoption	• PAR (recommended approval by Company CDR • Orders bringing the Service Member to Germany (including amendments/addendums) • Dependents Birth Certificate • Court issued adoption documents

Note: All required documents must be an international version or translated to English.

Personal Action Request (PAR) Submission

1. **Navigate**: Go to the "My Personnel Action Requests" tile in IPPS-A self service
2. **Create**: Click "Create Personnel Action"
3. **Effective date**: Date you created the PAR
4. **Action/reason**: Select **Admin Records Corrections** and reason **Other**
5. **Details**:
    a. Other type **Command Sponsorship: Adoption**
    b. More information:
        1. Dependent Information: **Name/Relationship/DOB** (one line per dependent)

2. Date Soldier Arrive Overseas: **Date**
3. DEROS: **Date**
4. ETS: **Date**
5. Soldier Contact Information: **Cellphone/DSN**
6. Address of Dependent: **Full physical address where dependents reside**
7. Soldier is a government travel card holder: **Yes or No**

6. **Attachments:** Add required documents
7. **Validate request:** Click validate
8. **Submit PAR:** Par will route to S1. S1 must submit to MPD UDL: 000000000000705

3. Command Sponsorship: Marriage

Here is a summary of the requirements and procedures for obtaining command sponsorship for Soldiers who were married prior to, or after, the effective date of their PCS orders.

Eligibility & Requirements

- A Soldier who marries before or after the effective date of their PCS orders or while stationed overseas may request command sponsorship, providing the Soldier meets tour requirements. The Soldier must have at least 12 months remaining on his or her overseas tour as of the date that the Family member is acquired, or the effective date of command sponsorship approval, whichever is later.

Scenario	Tour & Time on Station	EFMP Screening	Effective Date of Command Sponsorship
Marriage	**Tour Length**: 36-month accompanied tour required. **Time on Station:** 12 months	Required	Date command sponsorship is approved

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Required Documents

Scenario	Required Documents
Marriage	• PAR (recommended approval by Company CDR • Orders bringing the Service Member to Germany (including amendments/addendums) • Dependents Birth certificate • Marriage Certificate • Copy of Dependents Passport

Note: All required documents must be an international version or translated to English.

Personal Action Request (PAR) Submission

1. **Navigate**: Go to the "My Personnel Action Requests" tile in IPPS-A self service
2. **Create**: Click "Create Personnel Action"
3. **Effective date**: Date you created the PAR
4. **Action/reason**: Select **Admin Records Corrections** and reason **Other**
5. **Details**:
    a. Other type **Command Sponsorship: Marriage**
    b. More information:

1. Dependent Information: **Name/Relationship/DOB**
2. Date Soldier Arrive Overseas: **Date**
3. DEROS: **Date**
4. ETS: **Date**
5. Soldier Contact Information: **Cellphone/DSN**
6. Address of Dependent: **Full physical address where dependents reside**
7. Soldier is a government travel card holder: **Yes or No**

6. **Attachments:** Add required documents
7. **Validate request:** Click validate
8. **Submit PAR:** Par will route to S1. S1 must submit to MPD UDL: 000000000000705

4. Command Sponsorship: Separation of One-half of a Dual Military Couple

Here is a summary of the requirements and procedures for obtaining command sponsorship for dual military Soldiers where one-half of a dual military couple separate from service.

Eligibility & Requirements

- When a dual military couple is stationed overseas and one Soldier separates from the Service at the overseas location, the Soldier remaining on active duty must request command sponsorship for the separating Soldier as an acquired Family member. The Soldier remaining on active duty must meet tour length requirements and, if applicable, be approved through the EFMP screening process to qualify for command sponsorship.

Scenario	Tour & Time on Station	EFMP Screening	Effective Date of Command Sponsorship
Separation of one-half of a dual military couple (both stationed overseas)	**Tour Length**: 36-month accompanied tour required. **Time on Station:** Not applicable	Required	Date command sponsorship is approved
Separation of one-half of a dual military couple (separating Soldier not at overseas location)	**Tour Length**: 36-month accompanied tour required. **Time on Station:** 12 Months	Required	Date command sponsorship is approved

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Required Documents

Scenario	Required Documents
Separation of one-half of a dual military couple (both stationed overseas)/ Separation of one-half of a dual military couple (separating Soldier not at overseas location)	• PAR (recommended approval by Company CDR • Orders bringing the Service Member to Germany (including amendments/addendums) • Marriage Certificate • DD-214

Note: All required documents must be an international version or translated to English.

Personal Action Request (PAR) Submission

1. **Navigate**: Go to the "My Personnel Action Requests" tile in IPPS-A self service
2. **Create**: Click "Create Personnel Action"
3. **Effective date**: Date you created the PAR
4. **Action/reason**: Select **Admin Records Corrections** and reason **Other**
5. **Details**:
    a. Other type **Command Sponsorship: Dual Military Separation**

b. More information:

1. Dependent Information: **Name/Relationship/DOB**
2. Date Soldier Arrive Overseas: **Date**
3. DEROS: **Date**
4. ETS: **Date**
5. Soldier Contact Information: **Cellphone/DSN**
6. Address of Dependent: **Full physical address where dependents reside**
7. Soldier is a government travel card holder: **Yes or No**

6. **Attachments:** Add required documents
7. **Validate request:** Click validate
8. **Submit PAR:** Par will route to S1. S1 must submit to MPD UDL: 000000000000705

5. Command Sponsorship: Transfer of Command Sponsorship

Here is a summary of the requirements and procedures for transferring command sponsorship between married Soldiers.

Eligibility & Requirements

Scenario	Tour & Time on Station	EFMP Screening	Effective Date of Command Sponsorship
Transfer of Command Sponsorship	**Tour Length**: 36-month accompanied tour required. **Time on Station:** Not applicable	Not Required	Date transfer of command sponsorship is approved

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Required Documents

Scenario	Required Documents
Transfer of Command Sponsorship	• PAR from Soldier accepting command sponsored dependents (recommended approval by Company CDR) • Orders bringing the Service Member to Germany (including amendments/addendums) • Marriage Certificate • Transfer of Command Sponsorship PAR (Soldier transferring Command Sponsorship. Approved by Company Commander. PAR titled "Transfer of Command Sponsorship")

Note: All required documents must be an international version or translated to English.

Personal Action Request (PAR) Submission

1. **Navigate**: Go to the "My Personnel Action Requests" tile in IPPS-A self service
2. **Create**: Click "Create Personnel Action"
3. **Effective date**: Date you created the PAR
4. **Action/reason**: Select **Admin Records Corrections** and reason **Other**
5. **Details**:
    a. Other type **Command Sponsorship: Transfer of Command Sponsorship**
    b. More information:
        1. Dependent Information: **Name/Relationship/DOB** (one line per dependent)
        2. Date Soldier Arrive Overseas: **Date**
        3. DEROS: **Date**
        4. ETS: **Date**

5. Soldier Contact Information: **Cellphone/DSN**
6. Address of Dependent: **Full physical address where dependents reside**

6. **Attachments:** Add required documents
7. **Validate request:** Click validate
8. **Submit PAR:** Par will route to S1. S1 must submit to MPD UDL: 000000000000705

6. Command Sponsorship: Single Soldier Pregnancy

Here is a summary of the requirements and procedures for requesting command sponsorship for pregnant Single Soldiers.

Eligibility & Requirements

- Single Soldiers who are without Family members and become pregnant while serving on an overseas tour, or single Soldiers who are pregnant on arrival at an overseas command, must serve a 36-month tour to be eligible for command sponsorship of their newly acquired Family member or members. Pregnant Soldiers on orders to overseas commands require a 36-month tour before moving overseas.
- To be issued quarters before their child is born, pregnant Soldiers who meet the tour-length requirement must request conditional command sponsorship (para 6c). Conditional command sponsorship will be converted to full command sponsorship on the child's date of birth.

Scenario	Tour & Time on Station	EFMP Screening	Effective Date of Command Sponsorship
Single Soldier Pregnancy	**Tour Length**: 36-month accompanied tour required. **Time on Station:** Not applicable	Not Required. **Note** EFMP (Exceptional Family Member Program) screening is mandatory for newborns born outside of Germany.	Date of Birth

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Required Documents

Scenario	Required Documents
Single Soldier Pregnancy	• PAR (recommended approval by Company CDR • Orders bringing the Service Member to Germany (including amendments/addendums) • Exception to housing policy letter (please see housing) • Letter from physician confirming pregnancy and delivery date

- Note: This request will authorize conditional command sponsorship. Upon birth of child, submit the baby's birth certificate (must be international version or translated to English if applicable) via email to our office to receive full command sponsorship.
- Conditional command sponsorship may be requested any time during the Soldiers pregnancy, but approval will be effective starting in the third trimester.

Personal Action Request (PAR) Submission

1. **Navigate**: Go to the “My Personnel Action Requests” tile in IPPS-A self service
2. **Create**: Click “Create Personnel Action”
3. **Effective date**: Date you created the PAR
4. **Action/reason**: Select **Admin Records Corrections** and reason **Other**
5. **Details**:
    a. Other type **Command Sponsorship: Single Soldier Pregnancy**
    b. More information:
        1. Date Soldier Arrive Overseas: **Date**
        2. DEROS: **Date**
        3. ETS: **Date**
        4. Soldier Contact Information: **Cellphone/DSN**
6. **Attachments:** Add required documents
7. **Validate request:** Click validate
8. **Submit PAR:** Par will route to S1. S1 must submit to MPD UDL: 000000000000705

7. Command Sponsorship: Other Acquired Dependent

Here is a summary of the requirements and procedures for requesting command sponsorship for other acquired dependents

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Eligibility & Requirements

- Other acquired dependents could include dependents acquired due to gaining custody, acquired dependent through marriage, or secondary dependency.

Scenario	Tour & Time on Station	EFMP Screening	Effective Date of Command Sponsorship
Other Acquired Dependents: Secondary Dependency	**Tour Length**: 36-month accompanied tour required. **Time on Station:** 12-months	Required	Date command sponsorship is approved
Other Acquired Dependents: Gaining Custody/Custody Change	**Tour Length**: 36-month accompanied tour required. **Time on Station:** 12-months	Required	Date command sponsorship is approved
Other Acquired Dependents: Stepchild Dependent	**Tour Length**: 36-month accompanied tour required. **Time on Station:** 12-months	Required	Date command sponsorship is approved

Note: All required documents must be an international version or translated to English.

Required Documents

Scenario	Required Documents
Other Acquired Dependents: Secondary Dependency	• PAR (recommended approval by Company CDR • Orders bringing the Service Member to Germany (including amendments/addendums) • Secondary Dependency Letter (from DFAS) • Dependents Birth Certificate
Other Acquired Dependents: Gaining Custody/Custody Change	• PAR (recommended approval by Company CDR • Orders bringing the Service Member to Germany (including amendments/addendums) • Dependents Birth Certificate • Custody Documents

Other Acquired Dependents: Stepchild Dependent	• PAR (recommended approval by Company CDR) • Orders bringing the Service Member to Germany (including amendments/addendums) • Dependents Birth Certificate • Marriage Certificate • Custody Documents

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Personal Action Request (PAR) Submission

9. **Navigate**: Go to the "My Personnel Action Requests" tile in IPPS-A self service
10. **Create**: Click "Create Personnel Action"
11. **Effective date**: Date you created the PAR
12. **Action/reason**: Select **Admin Records Corrections** and reason **Other**
13. **Details**:
    a. Other type **Command Sponsorship: Other Acquired Dependent**
    b. More information:
        1. Dependent Information: **Name/Relationship/DOB** (one line per dependent)
        2. Date Soldier Arrive Overseas: **Date**
        3. DEROS: **Date**
        4. ETS: **Date**
        5. Soldier Contact Information: **Cellphone/DSN**
        6. Address of Dependent: **Full physical address where dependents reside**
14. **Attachments:** Add required documents
15. **Validate request:** Click validate
16. **Submit PAR:** Par will route to S1. S1 must submit to MPD UDL: 000000000000705

Custody Requirements

General Custody or Guardianship

- Soldiers or their spouses must have **legal custody** of the Family member to qualify for command sponsorship and government-funded transportation.
- Family members must meet the dependent definition in JTR, Appendix A.
- Normally, a **U.S. court** (including Puerto Rico or U.S. possessions) must grant custody for **at least 12 continuous months**.

Joint Custody

- Command sponsorship and transportation allowances may be authorized when:
    - The Soldier has **primary physical custody**,
    - Provides **more than 50% of financial support**, and

- The Family member will reside with the Soldier overseas.

Custody Determined by a Foreign Nation

- **If the birth certificate lists the Soldier or the Soldier's current spouse**:
  - A court order from the child's country of origin is required.
- **If the birth certificate does not list the Soldier or the Soldier's current spouse**:
  - A **U.S. court order** is required to establish custody.