USAG BAVARIA MILITARY PERSONNEL DIVISION (MPD)
EARLY RETURN OF DEPENDENT (ERD) GUIDE

Required Documents:

Scenario	Required Documents
ERD (Soldier or Dependent Requested)	1. **Personnel Action Request** *(recommended approval by Company and Battalion commander)* 2. **Soldier's and Commander's Statement of Understanding*** 3. **AE Form 55-46A*** 4. **PCS Orders Assigning Soldier Overseas and into the Community** *(include any amendments or addendums)* 5. **ERD Request Memo*** (*A detailed memo from the requestor justifying the need for the ERD)* 6. **Supporting Documentation** *(supporting documentation to support the request. i.e... court documents, civilian misconduct letters, support letters from medical departments, police report etc.)* 7. **O-5 CBA Memo*** *(If SM is not a government travel card holder)*
ERD After-the-fact	1. **Personnel Action Request** *(recommended approval by Company and Battalion commander)* 2. **Soldier's and Commander's Statement of Understanding*** 3. **PCS Orders Assigning Soldier Overseas and into the Community** *(include any amendments or addendums)* 4. **ERD Request Memo*** (A *detailed memo from the requestor justifying the need for the ERD)* 5. **Supporting Documentation** *(supporting documentation to support the request. i.e... court documents, civilian misconduct letters, support letters from medical departments, police report etc.)* 6. **O-5 CBA Memo*** *(If SM is not a government travel card holder)* 7. **Flight Itinerary of Departed Dependents**
Command Directed ERD	1. **Personnel Action Request** *(recommended approval by Company and Battalion commander)* 2. **AE Form 55-46A*** 3. **PCS Orders Assigning Soldier Overseas and into the Community** *(include any amendments or addendums)* 4. **Supporting Documentation** *(supporting documentation to support the request. i.e.... court documents, civilian misconduct letters, support letters from medical departments, police report etc....)* 5. **O-5 ERD Memo*** *(A detailed memo justifying the need for the ERD)*

***Form/Example is available on the MPD Personnel Actions Website**

USAG Bavaria MPD Personnel Actions Customer Inquiry

Have a question or concern? Scan the QR code and we will contact you

USAG Bavaria MPD Personnel Actions Website

Visit our website at https://home.army.mil/bavaria/Directorates/dhr/Personnel-Actions or scan the QR Code. Our website provides helpful information, helpful documents, and fillable forms.

Process:

1. **Confirm Eligibility**
   - **ACTION:** Navigate to https://home.army.mil/bavaria/Directorates/dhr/Personnel-Actions or scan the QR code at the bottom of page (1) to review specific requirements and confirm eligibility.
2. **Submit Your Request**
   - **ACTION:** Gather all required documents and submit them through an IPPS-A Personnel Action Request (PAR). This can be initiated by you or your S1. The PAR must be forwarded to the USAG Bavaria Personnel Actions UDL: BAVARIA_MPD_ACTIONS or 000000000000705 once approved by unit and Battalion Commander.
3. **Monitor Your PAR**
   - **ACTION:** You can monitor your PAR in IPPS-A by logging into hr.ippsa.army.mil
4. **PAR Review and Decision**
   The USAG Bavaria MPD will review your PAR. They may contact you or your S1 for more information. Your PAR may be pushed back to the S1 if documents are missing, incorrect, or incomplete. After review, the MPD will forward your PAR through to the Garrison Commander for decision. If approved, MPD will approve the PAR and will include the ERD orders as an attachment to the PAR.
   - **ACTION:** View and download the PAR attachments before closing PAR to access ERD orders.
5. **Review of ERD orders**
   - **ACTION:** Review of ERD orders for next steps: dependent travel, housing requirements, and updating garrison agencies to receive proper entitlements.

How to submit an Admin Corrections PAR:

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: **Early Return of Dependents**
   b. More information
      1. ERD type: ***(soldier requested ERD, dependent requested ERD, ERD after-the-fact, or Command Directed ERD)***
      2. Dependent information: ***full name/relationship/DOB/passport#/passport expiration date/citizenship (one line per dependent)***
      3. Current address: [**Full physical address where dependents reside or resided in the Garrison]**
      4. Destination address: [**Full physical address where dependents will reside]**
      5. Requested departure date: [**YYYYMMDD]**
      6. HHG shipment requested: [**yes/no]**
      7. POV shipment requested: [**yes/no]**
      8. Solider Contact: Cellphone: **[Number],** DSN: **[Number]**
      9. Soldier is a government travel card holder: [**yes/no]**
6. **Attachments:** add required documents
7. **Validate request:** click validate
8. **Submit PAR:** PAR will route to S1. S1 must route PAR through Chain of Command to the MPD UDL: 000000000000705