



U.S. ARMY GARRISON HAWAII

Installation Management Command | We are the Army's Home

Command Sponsorship Checklist

As of Feb. 26, 2020

For more information on requesting command sponsorship, visit the Family Travel webpage at <https://homeadmin.army.mil/hawaii/index.php/garrison/dhr/mpd/reassignments/family-travel>.

- DA Form 4187
- PCS Orders and all amendments to Hawaii
- DD Form 93 (no later than 30 days old; family members' address must be in Hawaii)
- Soldier Record Brief (dated within last 90 days)
- Marriage Certificate for proof of marriage.
- Birth certificate for spouse and all dependents.
- DA Form 5888 (must have EFMP authentication stamp)
- DD Form 2792 (11-page medical summary; only needed if EFMP clearance was not completed at Tripler Army Medical Center)
- Court documents stating service member or spouse having physical custody of child(ren) (for divorced/non-married couple)
- DD Form 214 (if spouse is prior military, entitlements will become null and void once spouse becomes command sponsored).
- Proof of bona fide resident for having less than 12 months remaining on island of DEROS (State of Hawaii birth certificate, N-11 tax form, voter registration certificate, or residential college enrollment form, high school diploma)
- Memo from service member that the dependents be transferred to the primary sponsor. (for dual military/transferred of command sponsorship)
- Defense Finance and Accounting Service (DFAS) memo for secondary dependency (parents, parents in law, ward of the court)
- Pre-Adoptive Placement Court Order or Final Adoption
- Foreign Born National (Permanent Residency Visa/Green Card/Passport)

Please note:

- Family members must be screened by the Exceptional Family Member Program and be medically cleared prior to applying for command sponsorship.
- The effective date of command sponsorship will be the date Family Travel receives the packet from the sponsor's personnel office, unless family members are warranted on DA Form 5888.
- Child(ren), born on island are automatically command sponsored if service member has command sponsored dependents listed on the PCS orders or has an approved command sponsored memorandum. Child(ren) not born on island will need to be screened for the Exceptional Family Member Program, with a completed DA Form 5888.
- Dual military with child(ren) born on island must apply for command sponsorship if there are no previous command sponsored dependents on orders.
- Single service members who have a child born on island must apply for command sponsorship. If both parents are listed on the birth certificate, the single parent applying for command sponsorship must provide court documentation showing physical custody of the child.

HTTPS://HOME.ARMY.MIL/HAWAII