

INFORMATION PAPER

IMHW-HR

10 January 2018

SUBJECT: Command Sponsorship

1. Purpose: To provide information on processing requests for command sponsorship for Soldiers supported by the Directorate of Human Resources, 25th Infantry Division and U.S. Army, Hawaii.

2. Reference:

a. Section III, AR 55-46 (Travel Overseas), and paragraph 1-14, AR 55-46, outline the policy on command sponsorship of Family Member who enter the command without prior approval or who are acquired after the Soldier is assigned overseas. **Paragraph 2-18 Naturalization of foreign national Family members**

b. Paragraph 4-3, AR 614-30 (Overseas Service), establishes tour lengths affected by Family members.

c. Appendix A, Joint Travel Regulations (JTR) defines the term "dependent" that are authorized command sponsorship entitlements.

d. Appendix E, AR 608-75 Exceptional Family Member Program

e. Military Pay Secondary Dependency Guide outlines the policy for an Dependency Statement ward of a court/secondary dependency.

3. Facts: A request for command sponsorship will be submitted to sponsor Family members who are already in the command. To qualify, a Soldier must have sufficient time in service remaining to complete the "With Dependents" tour (36 months for Oahu, Hawaii), and must have a minimum of 12 months service remaining on that tour after approval of command sponsorship. NOTE: A First Term Soldier who marries a bona fide local resident after arrival in command is not required to serve beyond the originally established DEROS. However to qualify the Soldier **MUST** complete the "With Dependents" tour. The **effective date of command sponsorship is the date the request is received and approved by the MPD**, not the date Family members arrived in the command, or date legal custody is granted, etc. If Soldier is within 12 months of DEROS, or is on assignment instructions, he/she must apply for an FSTE to meet the overseas service criteria for command sponsorship - See paragraph 4,h, below for exception to the 12 months service remaining requirement on tour. (Bona fide Resident)

4. The following documents will be submitted for processing a request for command sponsorship:

a. DA Form 4187 (hard copy), with the following information included in Section IV (Remarks):

(1) Name, Relationship, Date of Marriage (Spouse)/Date of Birth (children only).

(2) Date of arrival in Hawaii; Current ETS date, and Current DEROS.

(3) Statement of understanding to complete the normal "with dependents" tour (36 months for Oahu, Hawaii) or 12 months after approval of command sponsorship, whichever is longer.

b. DA Form 5888 Family Member Deployment Screening Sheet. Soldier will complete Items 1 thru 7, Part A (Soldier/Family Member Data). The BN/Unit PAC will provide copies of this form and assist with the completion.

(1) Item 8 (Authentication) will be completed by the S1 Representative after Family data is verified and DD Form 93 is updated.

(2) Part B (Family Member Screening Results) will be completed by the Exceptional Family Member Program (EFMP) representative at Tripler Army Medical Center (TAMC). Call TAMC at 808-433-4441 for an appointment before reporting for the EFMP screening. (NOTE: Family members must be enrolled in DEERS before they are eligible for the EFMP screening).

- c. Copy of PCS Orders/Amendments to Hawaii
 - d. Copy of updated DD Form 93 showing all Family member(s) and current local address.
 - e. Copy of current Soldier Record Brief (SRB) from eMILPO.
 - f. Copy of marriage and/or birth certificate(s) for Family member(s), as applicable.
 - g. Copy of Defense Finance and Accounting Service (DFAS) determination memo for secondary dependency (parents, parents-in-law, ward).
 - h. Exception for Bona fide Residency is proof of legal Hawaii residency (Resident tax return, voter registration card from previous election, resident college enrollment and Hawaii Birth Certificate are acceptable, while pay stubs, and W2s are not), or documents to show that they are officials or other employees of the United States.
 - i. Copy of the court order for legal custody (TEMPORARY CUSTODY is not acceptable) for determination in cases of sole parent, divorce or separation. Copy of the DFAS Memo for – Legal Custody of Ward for brothers, sisters, nephews, etc. Copy of Pre-Adoptive Court Order or Final Adoption order for adoption cases. (NOTE: First term Soldiers (sole parents) who had children prior to enlistment had to have given up legal custody of their children to qualify for enlistment in the Army. Should they regain custody and apply for Family travel or for command sponsorship for children born prior to their entry in the Army and during the initial enlistment period, they will be discharged for fraudulent entry).
 - j. An command sponsorship memo is NOT required for a child born in Hawaii of a command sponsored spouse.**
 - k. Single Soldier's, Dual Military Couples and for a member spouse who was later release from active duty, or separated/retired from the Service, who remained in the vicinity **MUST** apply for command sponsorship.
 - l. Soldiers must update their DD 93 (Record of Emergency Data) to reflect command sponsorship for the new Family member. The PAC will submit a DA Form 4187 with a copy of the child's birth certificate or the DD Form 214 (Report of Separation from Active Duty) as applicable to Finance to request a change in COLA Status.
 - m. Foreign national dependents; These individuals must be lawfully admitted for permanent residence and meet all other requirements for naturalization.
 - n. After the Command Sponsorship request has been reviewed and all the required documentations are in order, the turnaround time is 3-5 days from the day of receipt at the Family Travel Section, DHR.
5. Point of contact for this action is Family Travel at 655-1804/4633.