

Early Return of Dependents (ERD) Checklist

This action is processed in legacy until further notice

Soldiers who have extreme situations that cannot be resolved locally can request ERD for family members to return back to CONUS in accordance with Joint Travel Regulation (JTR).

Required Documents:

- DA Form 4187 (Signed by O5 or above)
- Commander's memo that explains the event and recommendation.
- Chaplain's letter
- Letter from other professionals as appropriate. (Attorney, Doctor, school officials, etc., stating the situation and recommendation).
- Statement of Understanding signed by Soldier, spouse (if applicable) and Commander.
- Current DD 93. Dependent's address must current with physical address listed. CMR or PO Box address is not accepted.
- Proof of Command Sponsorship (PCS Orders, Command Sponsorship Orders, Family Travel Orders).
- AE Form 55-46A, Commander's Checklist for SM and FM Assistance
- AE Form 55-46C, Early Return of Dependents Checklist
- Copy of passports for dependents. (Photo page only)
- Soldier Talent Profile (STP) (dated within 30 days)

NOTE:

- Circumstance must meet qualifications listed in the Joint Travel Regulations (JTR) Chapter 5 Part A, 050804, 050805, or 052005.
- ERD will not be used in place of a Soldier's Family Care Plan during temporary duty (TDY) or deployment, IAW AE Supplement 1 to AR 55-46, Paragraph 5-9f.
- Once ERD is approved, Family member must depart within 60 days.
- Soldier cannot be on assignment to PCS, have a pending or approved separation or retirement.

After-the-Fact ERD requests:

In addition to all the documents listed above, Soldier must state on DA 4187 the reason why dependents departed Italy prior to the submission and approval of the ERD request and the date of dependent's departure. DD 93 must reflect the current physical address of the dependent's location.

Command-Directed ERD:

Commanders, at their discretion, may direct an Early Return of Dependents due to official situations or to support US Nationals interests. Family member must travel within 60 days of issued orders. On the 61st day, command sponsorship is revoked, No-Fee passports must be surrendered and action may be taken to bar entrance of Family member to government installation.