

Command Sponsorship (CS)

This action is processed in LEGACY until further notice

This checklist is for Soldiers who are currently assigned to Italy and need to request command sponsorship due to a newly acquired dependent such as marriage, birth of a newborn child or have dependents stateside who were never command sponsored.

Required Documents (Note: All foreign documents must be translated to English):

- ☐ DA 4187 (Signed by Soldier and CO CDR) or Printout of Approved IPPSA PAR
- ☐ Soldier Declaration Memo (Sex Offender Memo)
- ☐ DA Form 5888 (form must be within 12 months validity)
 - o Initiate screening: <https://efmp.army.mil>
 - o Send email appointment and paperwork request to: usarmy.usag-italy.medcom-lrmc.mbx.vzhc-efmp@health.mil
- ☐ DD 93 (must list dependents and current physical address)
- ☐ Marriage Certificate, if requesting for a spouse
- ☐ Birth Certificate (For children only)
- ☐ PCS Orders & amendments
- ☐ Copy of Passport (Photo Page) for Dependents who are not US Citizens
- ☐ Soldier Talent Profile (STP) (dated within 30 days)
- ☐ Other documents, if applicable:
 - o Court ordered custody document for children/step-children
 - o Final Adoption Decree
 - o Ward of the Court Verification Letter or court order
 - o DFAS Dependency Approval Memo

Additional Notes:

- Soldier must serve a 36-month tour.
- Soldier must have 12 months remaining in Italy from the date dependents arrive to Italy.
- Soldiers CANNOT be on assignment to PCS.

Newborn Children Only: For children born in Italy to a Command Sponsored spouse or have other command sponsored dependents, please provide the following documents:

- ☐ DD93 – Newborn child must be listed
- ☐ Birth Certificate or CRBA
- ☐ PCS Orders
- ☐ Command Sponsorship memo for the spouse, if applicable
- ☐ STP

Single Soldiers & Dual Military:

For dual military couples, only one sponsor can apply for CS. If applying for initial command sponsorship (have no other command sponsored dependents), please provide the following documents

- ☐ DA 4187 (Signed by Soldier and CO CDR) or Approved IPPSA PAR
 - o Dual Military must list other AD parent to include Full Name, Rank, IPPS-A EMPLID Number.
- ☐ DD1172-2 for Dual Military (DEERS enrollment must be under the sponsoring parent, receiving 50% or more in benefits)
- ☐ DD93 – Newborn child must be listed
- ☐ Birth Certificate or CRBA
- ☐ PCS Orders
- ☐ STP

All Single Soldiers or first child for Dual Military couples must serve a 36-month tour. 12-month extension is not required.

Deferred Family Travel (DFT)

Soldiers who have an approved command sponsorship however were deferred for various reason must request DFT for the family members to travel. PCS orders must indicate "Deferred Travel". If PCS orders indicate "Concurrent travel" but the dependents were not able to travel within 30 days after SM's arrival in the overseas command due to passport or Visa delays for example, Soldier must request amended orders/addendum authorizing "Deferred Family Travel" from the Losing MPD.

Required Documents:

- ☐ Same as Command Sponsorship checklist minus the Soldier Declaration Memo (Sex Offender Memo) and DA 5888.
- ☐ Housing Contract or memo, if applicable

IMPORTANT INFORMATION:

IAW AR 55-46 Deferred travel on a Soldier's PCS orders is only valid up to 140 days after the Soldier's arrival into theater. If the Soldier is unable to have his family join him prior to the 140-day mark, then SM will need to request Command sponsorship (CS) through MPD.

Family member must have a No-Fee and Visa **PRIOR** to arriving to Italy. Family members who arrive to Italy on a tourist passport will be returned back to CONUS or last location at **PERSONAL EXPENSE** to reenter into Italy lawfully. Italy's strict immigration laws does not allow dependents to receive their Visa in country. All Visas must be acquired before entering into Italy. The Italian Soggiorno cannot be obtained with a tourist passport.

Once the Deferred Travel is approved and orders are published, dependents have up to 60 days to travel. SATO will use the travel orders to book and process flight. Do not book tickets with PCS orders. If dependents fly to Italy prior to the travel authorization approval, Soldiers may not be reimbursed.

****PLEASE SEND YOUR PACKET TO THE MPS GROUP EMAIL ADDRESS:***

usarmy.usag-italy.id-europe.list.mpd@army.mil