Command Sponsorship
Digital Packet Checklist

Checklist prepared by unit S1/ HR only

PAR_v.1_01 Nov 23

SM's Rank & Name: RANK LAST, FIRST M.

Unit:

DEROS Date:

ETS Date:

S1/ HR POC & Contact

Number: S1/ HR signature:

Check all boxes that apply** ***Place supporting documents in Portfolio as listed below:

- ☐ Command Sponsorship Digital Packet Checklist (completed and signed by S1/HR)
- ☐ DA Form 5888 (**form NOT required to be included with CS packet;** screening must be completed through: https://efmp.army.mil)
- ☐ DD Form 93 (physical address listed (no CMR/ Box #); signed within 90 days)
- ☐ PCS Orders & amendments
- ☐ STP (Soldier Talent Profile; most current)
- ☐ Marriage certificate (in English or translated into English)
- ☐ Birth certificate (for children only)
- ☐ Custody documents (if applicable: legal Custody Court order; final Adoption Decree; Ward of the Court order)
- ☐ Reenlistment or extension contract (if applicable, to meet regulatory requirements; 36 months tour and 12 months remaining on station)
- ☐ Spouse's Separation orders or DD Form 214 (if applicable, when request is for spouse who is separating from active duty)
- ☐ Family Travel (4001) Worksheet and Housing Memo/Leasing Agreement (ONLY needed when Family members are not in Germany and need to request Family Travel Authorization Orders)

Notes: ****Submit CS request on IPPS-A as an Admin Records Corrections PAR:**

- For Reason, select OTHER.
- For Other Type, use "Command Sponsorship"
- Attach all required supporting documentation (PDF format; divide CS packet in two files)
- For routing: 1) insert Intermediate Approver AFTER the unit routing; 2) go to User List and insert: 000000000007629 (USAG_RHEINLANDPFALZ_MPD_ACTIONS)

***DA Form 4187 is NO longer required. The form has been replaced digitally with the PAR process on IPPS-A.

****The ETS date must support the completion of a 36-month overseas tour with 12 months remaining on the tour after the arrival of the dependents or approval of command sponsorship, whichever is later.

*****According to AR 614-30, paragraph 3-5a(5), command sponsorship will not be granted to a Family member who is a registered sex offender and will be revoked for a Family member who becomes a registered sex offender while accompanying a sponsor during an overseas assignment.