USAG R-P MPD Actions
Command Sponsorship (CS) Guidance

1. USAG R-P Military Personnel Division (MPD) Actions Work Center:
The MPD Actions Work Center can only process Command Sponsorship (CS) actions for Soldiers who have already arrived at our station and have previously not initiated CS for their dependents. The MPD Actions Work Center processes CS requests for all Soldiers assigned within the Kaiserslautern and Baumholder Military communities.

- Kaiserslautern (KMC): DSN 541-1038
  email: usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-actions@army.mil
- Baumholder (BMC): DSN 531-2415/2412
  email: usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-actions@army.mil

2. Command Sponsorship (CS):
CS is the authorization needed to have Family members accompany a Soldier and receive Military benefits during an overseas assignment. If approved, CS may authorize additional entitlements to Family members, such as: housing, health care, Cost of Living Allowance (COLA), schooling, travel, and transportation. Once approved, CS is only authorized for the Soldier's assigned duty station. This means that if a Soldier is reassigned to another overseas location, CS must be requested and approved before the Family can accompany the Soldier. CS will not be granted to dependents registered as sex offenders.

- CS takes full effect once the dependents arrive in the Command.
- For CS dependents located outside of Germany, Soldier must request Family Travel Authorization (*see more detailed information on para. 9 below).*

3. References:

a. Joint Travel Regulation (JTR), Chapter 5
b. AER 55-46, Travel Overseas
c. AR 55-46, Travel Overseas
d. AR 608-75, Exceptional Family Member Program
e. AR 614-30, Overseas Service
f. DoDI 1315.18, Procedures for Military Personnel Assignments
g. IPPS-A User Manual, Chapter 7, Personnel Action Request (PAR)

4. CS Eligibility Criteria:
Ref: AER 55-46, para 5; AR 55-46, para 1-11, 1-13, and 5-4; AR 614-30, para 3-3o and 4-3a

a. ETS date must support the completion of a 36-month accompanied tour length.
b. Soldier must have at least 12 months time remaining on station AFTER the arrival of the Family members or approval of CS, whichever is later *(AER 55-46, para 5a(3); AR 55-46, para 1-11b, 1-13c, 1-14a(3), 1-15b and, 5-4e; AR 614-30, para 3-5a(1) and para 4-3a(1); JTR, Ch. 5, para 050803; DoDI 1315.18, para 5b(4)).*
c. Family members must be screened by an Army Medical Treatment Facility (MTF) for Exceptional Family Member Program (EFMP) enrollment.
   - Soldier must initiate screening at: https://efmp.army.mil
   - Soldier can check status of screening on E-EFMP website.

5. Dependency Status Eligibility Criteria:

a. Spouse
b. Unmarried child under age 21, includes:
   I. Stepchild (court order granting full legal custody)
   II. Adopted child (court adoption decree)
   III. Unmarried child under age 23, (age 21-23, enrolled full time in an accredited institution of higher education).

c. Authorized Secondary Dependents (must be approved by DFAS; need to submit DFAS Memo):
   I. Parent, parent-in-law, stepparent, adoptive parent, "in loco parentis"
   II. Ward (court order granting full legal custody)
   III. Unmarried child of any age incapable of self-support due to mental or physical incapacity that occurred while the child was considered a dependent.

6. Acquired Dependents:

Ref: AER 55-46, para 8; AR 55-46, para 5-4

Soldiers who acquire Family members after arrival to current station- Soldiers who are serving an unaccompanied tour and who acquire dependents through birth, marriage, adoption, or other action, after the member's effective date of orders to the overseas duty station:

- Soldiers are not authorized government funded travel entitlements for acquired dependents even if the dependents are subsequently granted command sponsorship. This means that if dependents are command sponsored, the Family Travel Authorization will only authorize Space Available travel (s*ee more detailed information in para. 9c below).*
- If CS is approved, once Soldier is ready to PCS to next duty station, the dependents will be included in the new orders and will be entitled to transportation at Government expense.

I. Newborn Baby
   a) Baby born to command-sponsored spouse *(AER 55-46, para 5e and para 8a(1); AR 55-46, para 5-4a(1))*
      - Children born to a command sponsored spouse are command sponsored at birth. However, Soldier must provide supporting documentation to update records and list baby as command sponsored.
        - No EFMP screening is required. Soldier must only provide updated DD Form 93, birth certificate, proof of spouse CS, and STP.
   b) Baby born to a non-command sponsored spouse *(AER 55-46, para 8a(2); AR 55-46, para 5-4a(2))*
      - For children born in command to a NON-CS spouse, Soldier must meet tour requirements and, if applicable, custody requirements.
        - Soldier must submit complete CS Packet, including DA Form 5888 (EFMP screening).
   c) Children born to command-sponsored dependents other than spouse; e.g., grandbaby *(AR 614-30, para 4-3 b(2)(d); DoDI 1315.18, para 5d(2)(a)).*
      - Are not eligible for command sponsorship, unless they become legal dependents through separate action (conservatorship rights, ward). These children may be provided medical care in accordance with DoD and Service regulations.

II. Marriage to Foreign Nationals (*AER 55-46, para 8e; AR 55-46, para 5-4e)*

A Soldier who marries a local or third-country national may request command sponsorship, providing the Soldier meets tour requirements. The Soldier must have at least 12 months remaining on his or her overseas tour as of the date the Family member arrives or the effective date of command sponsorship approval, whichever is later (the 12- month time-on-station requirement is nonwaiverable).

III. Adoption (*AER 55-46, para 8b; AR 55-46, para 5-4b)*

Soldiers may apply for command sponsorship of Family members they adopt while stationed in Europe. Soldiers must meet tour requirements but the requirement to have 12 months remaining in the overseas command after the date of adoption does not apply.

IV. Single Soldier Pregnancy *(AER 55-46, para 8f; AR 55-46, para 5-4f)*
   a) Conditional CS for unborn child may be granted to receive housing allowances.
      - Soldier is eligible to request conditional CS at the beginning of 3rd trimester (28 weeks).
        - Soldier must submit PCS Orders, DD Form 93, STP, and Physician's Flight Memo (stating expected due date). *The 12*

months time on station requirement does not apply.

b) After baby is born, regular CS must be requested *(AER 55-46, para 8f(2))*
   - 1st acquired dependent- Soldier must meet tour requirements and submit a complete CS Packet (including DA Form 5888). *The 12 months time on station requirement does not apply.*

V. Dual Military- CS can only be granted to ONE of the Soldiers

a) 1st acquired dependent *(AER 55-46 para 8c; AR 55-46, para 5-4c)*
   - Change of Tour to "Accompanied Tour".
   - The Soldier requesting CS has no other command sponsored dependent.
     - Soldier must meet tour requirements and submit a complete CS Packet (including DA Form 5888).

b) Separation of one half of dual Military couple *(AER 55-46, para 8d and 16; AR 55-46 5-4d; DoDI 1315.18, para 5d (2)(c))*
   - Separation from Active Duty of one of the Soldiers, the Soldier remaining on Active Duty must request CS for the one separating to stay overseas.
     - Soldier must meet tour requirements and submit complete CS Packet (including DA Form 5888) and DD Form 214. *The 12 months time on station requirement does not apply.*

c) Transfer of Dependents
   - Both Soldiers must be on Active Duty to transfer a CS among them.
   - Both Soldiers must submit a separate PAR request on IPPS-A.
     - One Soldier relinquishing CS and transferring to the other; and the other Soldier requesting the transfer of CS.
     - If eligible, no other supporting documentation is needed (only the two PAR requests).
   - Once transfer is authorized, Soldier will receive a CS Memo.
     - Soldier must update changes in DEERS and with Finance for COLA entitlements. Also, if the spouse relinquishing CS is separating, Soldier must notify this change to the Transition Office to not include the Family member in the Separation Orders.

7. Custody:

Ref: AER 55-46, para 7d and 13; AR 55-46, para 5-4a(2)

a. Family members must qualify as dependents according to the definition in the JTR, Appendix A.
b. For situations involving custody or guardianship, ONLY official, signed, court-ordered documents from a U.S. court (for U.S. citizens) or judge (for non-U.S. citizens) stating that the Soldier or Soldier's spouse is granted sole or primary physical custody of Family member for a period of at least 12 continuous months. No Affidavit nor Power of Attorney will be accepted.

8. EFMP Screening:

Ref: AER 55-46, para 5a(4) and 5b; AR 55-46, para 1-17 and 2-2; AR 608-75

a. In accordance with AR 608-75, Exceptional Family Member Program (EFMP), the Army must ensure that Family members who are enrolled on EFMP ("Warranted") with any special needs (medical or educational) can receive necessary care. CS requests for EFMP warranted dependents will need approval determination from MRC-EUR to be sure that those services needed are available and will be provided on the assigned Military community. The determination may take up to 30 days (starting once the request is received by the MRC-EUR).
b. The medical needs of Family members will be reviewed before granting approval of any

CS. Dependents will be screened to determine the existence of any special medical needs, before authorizing CS. If a special medical need cannot be accommodated at the overseas location, CS will not be approved. The Medical Readiness Command, Europe (MRC-EUR) is responsible for determining the adequacy of medical care.

c. The EFMP screening (DA Form 5888) is valid for 12 months from the date signed by medical provider.

d. If Family include members enrolled in the EFMP, the MPD will not process the request for movement to Europe until the United States Army Regional Health Command Europe (RHC-E), the Department of Defense Dependents Schools (DODDS), or both grant clearance and the Family Travel Section, IMCOM-Europe (FTS)TS approves the request. The FTS must verify all requests for travel and transportation involving EFMP members.

9. Family Travel Authorization:

a. Soldier must request Family Travel Authorization for command sponsored dependents who are located outside of Germany. These type of orders will authorize the Family members to travel after the sponsor arrives in the overseas station. Family travel is not authorized before a Family travel authorization is issued (*AER 55-46, para 7 and para 11; AR 55-46, para 2-11 and 2-12).*

b. Eligibility for dependent travel and transportation allowances is based on whether the individual is a dependent on the effective date of the PCS order. If an individual is not a dependent when a Soldier begins travel, then there is no authorization for travel and transportation allowances at Government expense unless specifically authorized within the JTR *(JTR, Ch. 5, para 050303B).*

c. For authorized secondary dependents, to qualify for space-required travel, DFAS must have approved a dependency determination before the effective date of the PCS orders. If a dependency determination is approved after the effective date of the PCS orders, only space-available travel is authorized *(AER 55-46, para 13c (2)).*

d. Types of Travel Authorization:

I. Space Required
- Space Required deferred travel is authorized for eligible dependents on the effective date of the PCS order.
- Government funded.

II. Space Available *(AER 55-46, para 7e, 8h and 10; AR 55-46, para 1-14b, 1-15, and 5-3; AR 614-30, para 4-3b (1); DoDI 1315.18, para 5c (1))*
- Space Available travel is authorized for "acquired dependents" *(Family member was not a dependent when travel begins)*.
- Family travel is only based on space availability (Space-A on the Rotator-category 5) on the Army Mobility Command (AMC). The travel is not government funded. Soldier will bear all travel expenses and will not be reimbursed.
- The movement of any HHG, POV or unaccompanied baggage for Family members to the overseas command will be at the Soldier's personal expense.
- CS dependents will be entitled to transportation at Government expense to the sponsor's next (subsequent) PCS location *(AR 55-46, para 1-15e; JTR, Ch. 5, para 050406).*
- Travel must be completed within 60 days of availability date *(AR 55-46, Figure 1-2).*

e. How to request Family Travel Authorization:
- *Follow the guidance in para. 10 below.* Family travel authorization requests must be submitted as a PAR in IPPS-A.

f. Required Documents:
- PCS Orders and amendments

- MPD 4001 Worksheet
- Housing Memo for on-post housing/Leasing Agreement for off-post housing

g. See below for specific circumstances: *(AER 55-46, para 11; AR 55-46, para 2-12c)*:

I. PCS orders authorizing *"Concurrent Travel"* for dependents- Family is authorized to travel within 30 days of Soldier's arrival to new station.
   - For dependents traveling 31-140 days after Soldier's arrival, Soldier will need an amendment to PCS orders authorizing deferred travel. Once obtained:
     - Soldier must submit a request to obtain Family Travel Authorization to servicing MPD listed in para. 1.

II. PCS orders authorizing *"Deferred Travel"* for dependents:
   - Family is authorized to travel 31-140 days after Soldier's arrival to new station.
     - Soldier must submit a request to obtain Family Travel Authorization to servicing MPD listed in para. 1.
   - For travel after 140 days, Soldier's previous CS is expired, and new CS request is needed (DA 5888 valid for 12 months).
     - Soldiers must initiate NEW request for CS and for Family Travel Authorization with servicing MPD listed in para. 1.

III. PCS orders with dependents but on *"all other tour" or unaccompanied tour:*
   - Soldiers must initiate request for CS and for Family Travel Authorization. No amendment to orders needed.

IV. PCS orders with *NO dependents*- Soldiers who acquired dependents after arrival to Germany AND dependents are located OUTSIDE of Germany:
   - Soldiers must initiate request for CS and for Family Travel Authorization. No amendment to orders needed.

10. How to Submit a CS Request Packet on IPPS-A:

a. Soldier initiates request by submitting a CS Request Packet through Unit S1.

b. Unit S1 will review to ensure packet is complete and all required documents are present.

c. Unit S1 will 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.
  - All documents must be scanned in a PDF format and uploaded as TWO files.
- For routing:
  - Insert Intermediate Approver AFTER the unit routing
  - Go to User List and insert: **000000000007629** (USAG_RHEINLANDPFALZ_MPD_ACTIONS)

NOTE: The approved PAR will route back to the S1 Pool, however, stills require the CS Memo, which is currently issued outside of IPPS-A. Once completed, the CS Memo will be uploaded to PAR.

11. Provide the following information in the Command Sponsorship (CS) PAR Remarks, and number the information exactly as shown below, #1 through #5:

☐ 1. I request command sponsorship for the following dependent Family members according to JTR, AR 55-46, and AE Reg 55-46:

a. NAME: First MI Last RELATIONSHIP: Spouse DOB: YYYYMMDD
b. NAME: First MI Last RELATIONSHIP: Daughter DOB: YYYYMMDD
c. NAME: First MI Last RELATIONSHIP: Son DOB: YYYYMMDD

☐ 2. Justification. The reason for the request is: event, for example, marriage, birth, adoption.
The effective date (of event) is: YYYYMMDD.

☐ 3. Soldier data. Date arrived overseas: YYYYMMDD. DEROS: YYYYMMDD.
ETS date: YYYYMMDD officers state INDEF.

☐ 4. Family member data. Date Family member(s) arrived overseas: YYYYMMDD if applicable, else state NA.
Current physical address of Family member is: state full address with zip code.

☐ 5. To the best of the Soldiers' knowledge, all of the following are true as of the date the Soldier signed this request:
a. Soldier is not on assignment instructions & has no reenlistment or school obligation that prevent serving 12 months in command.
b. The current ETS date allows Soldier to serve a 36-month tour with 12 months remaining in the command after approval.
c. Family members were Exceptional Family Member Program (EFMP) screened and are EFMP cleared (no management required).
d. Family members meet the criteria to qualify as dependents according to the definition in the JTR, Appendix A.

12. Command Sponsorship Checklist:

The following documents must be attached to the Command Sponsorship (CS) PAR (mandatory):

☐ Command Sponsorship Digital Packet Checklist (completed and signed by S1/HR)

☐ DA Form 5888 (**form NOT required to be included with CS packet;** Soldier must complete screening 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: :
a. Legal Custody Court order
b. Final Adoption Decree
c. 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)