



Early Return of Dependents (ERD)

1. The USAG Rheinland-Pfalz Directorate of Human Resources Administrative Services Division processes ERD requests for all Soldiers assigned within the Kaiserslautern and Baumholder communities.

2. References:

- a. Joint Federal Travel Regulation (JTR/JFTR), Volume 1, Chapter 5, U5144-U5154
- b. AER 55-46, Section 15
- c. AR 55-46, Chapter 5
- d. AR 614-30, Chapter 4-3 (c)

3. Definition:

An Early Return of Dependents (ERD) action authorizes transportation of a Service member's dependents and the shipment of household goods at the government expense to a designated place in the Continental United States (CONUS), Alaska, Hawaii, Puerto Rico, territory or possession of the United States, or if the dependents are foreign nationals, to a place in the country of their origin prior to the completion of the Service member's overseas tour. ERD's may be approved for official or personal situations which have an adverse effect on the command and service member's performance in duty. The garrison commander will carefully evaluate each case and determine if the early return of family member(s) serves the best interest of the government, the Soldier and Family member(s).

4. An ERD must be requested via DA Form 4187 (digital form only - no scanned 4187s) by a:

- a. Soldier
- b. Command
- c. Family member (if Soldier is not available or declines to initiate the request)

5. Circumstances warranting an ERD (Supporting documentation will be added to the packet by the requestor to support justification of ERD):

a. Official Situations: When a command-sponsored dependent becomes involved in an incident which:

- (1) Is embarrassing to the U.S. Government.
- (2) Is prejudicial to order, moral and discipline in the command.
- (3) Dependent's safety can no longer be ensured.

b. National Interest: Determined to be necessary for reasons by the Secretary concerned or higher authority, or directed by the foreign government concerned.

c. Personal Situations:

- (1) Essential medical treatment is not available on site.
- (2) Death or illness of dependent caring for minor dependents occurs.

Early Return of Dependents (ERD) (continued)

- (3) Education or housing for dependents is inadequate.
- (4) International situation concerning safety of dependents exists.

(5) Compelling personal reasons such as financial difficulties which adversely affect the Soldier's performance of duties.

- (6) Dependent gets orders from Selective Service Board.
- (7) There is a lack of employment for dependent children 18 years or older.
- (8) Other situations involving Soldier court-martial or prison term are found.

d. Divorce or Annulment: ERD may be authorized for a former command sponsored dependent of a Soldier stationed within the USAG Rheinland-Pfalz community. An ERD for this reason is time restricted and must be completed within one year of final decree of divorce/annulment or six months after the Soldier (sponsor) PCS's, whichever occurs first.

NOTE: It must be determined that the family's problem or situation occurred after arrival to Germany and cannot be resolved in the overseas command. All available resources on and off post must be exhausted before an ERD request can be granted. ERD should be used only as a last resort. In each of the above circumstances, recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained and added to the packet. If the Soldier's situation does not meet the criteria, the request will be denied.

6. Approval Authority:

- a. Garrison Commander: ERD to CONUS location
- b. Assistant Secretary of the Army for Manpower and Reserve Affairs: ERD to OCONUS location

7. ERD's will not be authorized for the following:

- a. If the submitted situation does not meet any of the circumstances listed above.
- b. To be used in lieu of a Soldier's family-care plan during deployment or temporary duty.
- c. If the Soldier is on assignment instructions or has been officially notified of PCS instructions.
- d. For personal desire or conveniences or if required support documentation for justification is missing.

8. How to Submit an ERD Packet:

- a. Soldier initiates request through unit S1.
- b. Unit S-1 assists with preparation of DA Form 4187 and ensures proper supporting documents are added.
- c. Unit S-1 will forward the complete packet through the Company Commander to the first O-5 (or above) Commander to recommend approval/disapproval on page two of the DA4187.
- d. Complete packet will be forwarded by email to USAG RP, DHR- ASD for processing.



Early Return of Dependents Checklist

Required info on DA Form 4187:

DA Form 4187- digital only (not a scanned copy)

Provide following information in **Section IV- Remarks**, number information exactly as shown below, #1 through #6:

- 1. Reason for request (circumstance must meet qualifications listed in the JFTR, Volume 1, Chapter 5, U5144-U5154; ERDs will not be used in place of a SM's family-care plan during temporary duty (TDY) or deployment).
- 2. Family member/s information (name, relationship, DOB, passport #, country of issue)
- 3. Current location of family members (full German address needed for shipments)
- 4. Requested destination address (full physical address)
- 5. If household goods/POV will be shipped (yes/no)
- 6. Whether or not the Soldier is on assignment instructions (yes/no)
- Signed by the Soldier and Unit Commander (Soldier box 9, Unit Commander box 13)
- DA Form 4187-1-R or DA Form 4187 page 2 of 2 (signed by a Commander with the minimum grade of O-5 within the Soldier's chain of command)

The following documents **MUST** be attached to the ERD request packet (mandatory):

- a. Statement of Understanding (SOU) signed by the Soldier, spouse (if applicable) and the Company Commander
- b. Proof of command sponsorship (PCS orders, command sponsorship orders)
- c. SRB (ERB/ORB)
- d. Copies of Family Member(s) passports (green card if applicable)
- e. Documentation to support justification/reason (#1 above) for request, which shows that all available local resources have been exhausted and the situation remains unresolved (memorandum from a doctor, an attorney, legal separation agreement, a marital counseling professional, etc).

Early Return of Dependents Checklist (continued)

The following documents must be attached to the ERD request packet as applicable:

- f. Assumption of Command orders
- g. AE Form 55-46A (if Soldier will face a hardship as a result of the ERD for personal reasons; not required for Command-directed ERD)
- h. Copy of flight itinerary/boarding passes (if request for an ERD- after the fact)
- i. Statement from Soldier why family members departed country prior to an approved ERD (if request is for an ERD- after the fact)

All requests must be submitted electronically by email to: usarmy.rheinland-pfalz.id-europe.mbx.usag-rp-dhr-actions@mail.mil

*NOTE: IAW MILPER Message 07-349, requests for movement of family members to a designated location overseas will be sent thru HQ U.S. Army Human Resources Command thru HQ DA G1 to the Assistant Secretary of the Army for Manpower and Reserve Affairs.