



Early Return of Dependents (ERD) Guidance

1. The USAG Rheinland-Pfalz Military Personnel Division (MPD) Actions Work Center processes ERD requests for all Soldiers assigned within the Kaiserslautern and Baumholder Military communities.
 - Kaiserslautern (KMC): DSN 541-1038/1031
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

1. References:

- a. Joint Travel Regulation (JTR), Chapter 5
- b. AER 55-46, Command Sponsorship and Travel Overseas, Section 15
- c. AR 55-46, Travel Overseas, Chapter 5
- d. AR 614-30, Overseas Service, Chapter 4-3 (c)
- e. IPPS-A User Manual, Chapter 7, Personnel Action Request (PAR)

2. Definition:

An ERD action authorizes transportation of a Soldier's dependents and the shipment of Household Goods (HHG) at 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 Soldier's overseas tour. ERDs may be approved for official or personal situations which have an adverse effect on the command and Soldier's performance in duty. The Garrison Commander will carefully evaluate each case and determine if the early return of Family members serves the best interest of the government, the Soldier and/or Family members.

3. An **ERD is requested via an IPPS-A Admin Records Correction PAR**, either by the Soldier or the command. See paragraph 9 below for more detailed information.

4. **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.



- (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'ed, whichever occurs first. The approval authority on these cases is the Assistant Secretary of the Army (Deputy Chief of Staff, G1, Compensation and Entitlements Division).

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.

5. Approval Authority:

- a. ERD to CONUS location: Garrison Commander
- b. ERD to OCONUS location: Assistant Secretary of the Army (Deputy Chief of Staff, G1, Compensation and Entitlements Division). A complete request packet must be sent to USAG Rheinland-Pfalz MPD for further processing through the Secretarial Process.
- c. ERD after divorce/annulment: Assistant Secretary of the Army (Deputy Chief of Staff, G1, Compensation and Entitlements Division). A complete request packet must be sent to USAG Rheinland-Pfalz MPD for further processing through the Secretarial Process.

6. ERDs will not be authorized for the following:

- a. If the 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 assignment.
- d. If the Soldier has received separation orders.
- e. For personal desire or conveniences or if required support documentation for justification is missing.

7. How to Submit an ERD Packet:

- a. Soldier initiates request through unit S-1.
- b. Unit S-1 assists with preparation of the IPPS-A Admin Records Correction PAR (ERD) and ensures proper supporting documents are included. For the Reason, select OTHER, and for the Other Type, select ERD.
- c. Unit S-1 will route the IPPS-A Admin Records Correction PAR (ERD) with all required supporting documents attached, through the Company Commander to the first O-5 (or above) Commander as intermediate approvers.
- d. The Unit S1 will submit the ERD PAR to the USAG-RP Workflow Template: USAG_RHEINLAND-PFALZ_ERD (000000000042105)



Early Return of Dependents Checklist

Provide the following information in the ERD PAR “More Information” box and number the information exactly as shown below, #1 through #7:

- ☐ 1. Reason for request (circumstance must meet qualifications listed in the JTR, Chapter 5, Para 050804; ERDs will not be used in place of a Soldier’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)
- ☐ 7. Have you been issued separation orders? (yes/no)

The following documents must be attached to the ERD PAR (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. Soldier Talent Profile (STP)
- ☐ 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.)

The following documents must be attached to the ERD PAR (ONLY if applicable):

- ☐ a. Assumption of Command orders
- ☐ b. AE Form 55-46A (if Soldier will face a hardship because of the ERD for personal reasons; not required for Command-directed ERD)
- ☐ c. Copy of flight itinerary/boarding passes (if request is for an ERD- after the fact)
- ☐ d. Statement from Soldier with a reason of why Family members departed country prior to an approved ERD (if request is for an ERD- after the fact)