

**CHECKLIST
FOR
SOLDIERS REQUESTING A CURTAILMENT OF TOUR**

Developed for Soldiers who are requesting a curtailment of tour

1. Contact your local Military Personnel Division (MPD) to start the paperwork. You will need:
- request for curtailment using the DA Form 4187 (Personnel Action), signed by your commander
 - copy of your orders
 - proof of command sponsorship for Family members
 - letter from current Commander supporting the curtailment
 - updated EFMP paperwork, if applicable (DD 2792 and/or DD 2792-1 or current PERnet summary) *
 - supporting documentation from applicable medical, mental health, chapel, educational, or financial personnel; if required.

CHECK WITH YOUR MPD FOR ANY ADDITIONAL PAPERWORK YOU NEED TO SUBMIT

2. Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
3. Follow local guidelines from your Military Personnel Division in order to determine appropriate entitlements for transportation back to CONUS of your Family members.
4. Make sure your Family is enrolled in DEERS, if not already enrolled
5. Be aware that you must have completed two-thirds (2/3) of your tour to apply for a curtailment.
6. Contact your local Army Community Service (ACS) Exceptional Family Member Program (EFMP) Manager if you have any questions concerning Family members with special medical or educational needs

* DA 5888 is NOT required for this action.

NOTE: Be advised 12 months or less on station and Family is not in Europe is a change of tour request. Anything over 12 months could be curtailed.

**START EARLY AND KEEP INFORMED OF THE PROGRESS
OF YOUR REQUEST**