

**COMMAND SPONSORSHIP CHECKLIST
FOR
SOLDIERS WHO ACQUIRE CHILDREN WHILE IN EUROPE**

Developed for Soldiers who have children born in Europe or acquire children through a U.S. court order

1. Contact your local Military Personnel Division (MPD) to start the paperwork. You will need:
- request for Command Sponsorship using the DA Form 4187 (Personnel Action), signed by your commander
 - copy of your orders and ERB or ORB
 - proof of Family member status (birth certificate, marriage license, etc.)
 - completed Part A of the DA Form 5888, Family Member Deployment Screening Form, authenticated by your local Military Personnel Division
 - proof of custody
 - location and point-of-contact information for Family members if stateside *.

NOTE: If deployed, Part A of the DA 5888 can be authenticated electronically by Personnel.
CHECK WITH YOUR MPD FOR ANY ADDITIONAL PAPERWORK YOU NEED TO SUBMIT

2. Make sure your Family is enrolled in DEERS and TRICARE, if not already enrolled
3. If the child is stateside, notify your Family or the child's guardian of the process (see diagram on reverse side)
4. If child is born in Europe to command sponsored spouse, command sponsorship is automatic but does not preclude the need for EFMP screening. Contact your local military health clinic Exceptional Family Member Program (EFMP) Case Coordinator for instructions prior to your newborn's two or six week well baby appointment. Bring the DA 5888 (signed by Personnel) and newborn with you to the scheduled appointment. The health clinic EFMP case coordinator will provide any further instructions required and assist you with this process.
5. After the health clinic EFMP screening, take the completed DA 5888, DA 4187, and any EFMP paperwork ** to your local personnel office. If your new Family has EFMP issues, the paperwork will be submitted to IMCOM-E Family travel office for further processing. If no EFMP issues are identified, your local personnel office will process your request for command sponsorship. **ORDERS ARE NOT TO BE PROCESSED UNTIL EFMP IS CLEARED**
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.
7. Be aware that you must be on a 36-months accompanied tour and have 12 months remaining in Europe after approval of Command Sponsorship. The requirement to have 12 months remaining does not apply for adoptions.

* Point of contact information should be for parent, grandparent, social worker, guardian or individual that has physical custody of the child.

** Includes DD 2792, DD 2792-1, Individualized Family Service Plan, Individual Education Program, as applicable. See DD forms for Privacy Act information and use of the medical information provided on the form.

START EARLY AND KEEP INFORMED OF THE PROGRESS OF YOUR REQUEST