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Headquarters
United States Army Europe
Wiesbaden, Germany

Headquarters
United States Army Installation Management Command,
Europe Region
Sembach, Germany

Army in Europe
Regulation 55-46*

9 June 2015

Transportation and Travel

Travel Overseas

*This regulation supersedes AE Regulation 55-46, 10 April 2014.

For the Director:

ROBERT L. MYERS
Chief of Staff

Official:

DWAYNE J. VIERGUTZ
Chief, Army in Europe
Document Management

Summary. This regulation prescribes entitlements to Government travel for Army in Europe Soldiers and their Family members.

Summary of Change. This revision—

● Updates organization names, office symbols, telephone numbers, and other administrative information throughout.

● Clarifies differences between advance return of Family members (para 14) and early return of dependents (ERD) (para 15).

● Provides detailed procedures for preparing ERD request packets (app B).

● Updates references to the Joint Federal Travel Regulations, volume I (JFTR), to the correct paragraph numbers of the recently DOD-revised Joint Travel Regulations (JTR), which combines the former JFTR and former JTR into a single set of regulations.

● Revises AE Form 55-46A, Commander's Checklist for Soldier and Family Assistance, and AE Form 55-46B, Army in Europe Command Sponsorship Checklist.

● Prescribes a new form: AE Form 55-46C, Army in Europe Early Return of Dependents Checklist.

Applicability. This regulation applies to Soldiers assigned to or on orders for assignment to units or organizations stationed in the European theater.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at *https://www.arims.army.mil/*.

Supplementation. Organizations will not supplement this regulation without approval of the Family Travel Section (FTS), Military Personnel Branch (MPB), Office of the Assistant Chief of Staff, G1, IMCOM-Europe.

Forms. This regulation prescribes AE Form 55-46A**,** AE Form 55-46B**,** and AE Form 55-46C. AE and higher level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at *https://aepubs.army.mil/*.

Suggested Improvements. The proponent of this regulation is the FTS, MPB, Office of the Assistant Chief of Staff, G1, IMCOM-Europe (mil 544-1520). Users may send suggested improvements to this regulation by sending DA Form 2028 to IMCOM-Europe (IMEU-GB), Unit 23103, APO AE 09136-3103 or by e-mail to the FTS at *USARMY Rheinland-Pfalz IMCOM Europe Mailbox Family Travel* (*usarmy.rheinland-pfalz.imcom-europe.mbx.family-travel@mail.mil*).

Distribution. This publication is available only electronically and is posted in AEPUBS at *https://aepubs.army.mil/*.

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1. PURPOSE

This regulation prescribes entitlements to Government travel for Army in Europe Soldiers and their Family members.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

a. Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA M&RA). The ASA M&RA is the approval authority for recommendations to—

(1) Deny or revoke command sponsorship for reasons not listed in DOD Instruction (DODI) 1315.18 (encl 4, para E4.4).

(2) Order the early return of dependents (ERD) (Family members) if the action will result in sending a Family member to a location outside the United States or its territories.

b. IMCOM-Europe. The Family Travel Section (FTS), Military Personnel Branch (MPB), Office of the Assistant Chief of Staff, G1 IMCOM-Europe, will review all requests for Student Travel Program (STP) entitlements, conditional command sponsorship, and exceptions to policy as well as any other requests with unusual circumstances that the local approval authority cannot decide. Except when subparagraph a above applies, IMCOM-Europe will make the final decision regarding requests for command sponsorship.

c. United States Army Garrison (USAG) Commanders. USAG commanders will—

(1) Perform the functions in AR 55-46, paragraph 1-8a through f.

(2) Be the final approving authorities for requests for command sponsorship that do not require an exception to policy and do not require Exceptional Family Member Program (EFMP) clearance. The USAG commander may delegate approval authority to the chief of the USAG military personnel directorate (MPD). Further delegation of authority to approve command sponsorship is not authorized.

(3) Verify that the Soldier meets the command sponsorship requirements (para 5a) before approving command sponsorship.

(4) Verify that the Soldier meets the 36-month accompanied tour requirement before approving a request for a change of tour from unaccompanied to accompanied status.

d. USAG Housing Offices. USAG housing offices will update the online Housing Projections Module in the United States Army Europe Personnel Database (UPDB) at least every 30 days and when changes in housing-availability projections occur.

e. Units. Unit commanders must ensure Soldiers meet command-sponsorship requirements (para 5a) before endorsing change-of-tour requests. If necessary and the Soldier is eligible, unit commanders may need to approve an extension or reenlistment to enable the Soldier to meet command-sponsorship requirements.

f. Soldiers. Command sponsorship is a prerequisite to receiving transportation entitlements.

(1) Soldiers must request command sponsorship as part of their OCONUS permanent change of station (PCS) assignment process for any Family members who intend to arrive before, with, or after the Soldier arrives in Europe. This is routinely a part of the orders-generation process.

(2) Army in Europe Soldiers must send a request for command sponsorship (para 6) when they wish to change their Family member residence to the OCONUS assignment location or when they acquire Family members who will reside with them at the OCONUS location.

5. COMMAND SPONSORSHIP AND SERVICE REQUIREMENTS

For a Soldier to be eligible for transportation entitlements for moving Family members to an OCONUS location and some housing entitlements at an OCONUS location, the Family members must be command sponsored, which may also require the Soldier to meet certain service requirements.

a. To be eligible for USAG commander approval of command sponsorship, the Soldier must—

(1) Be present for duty in the command and accompanied by Family members on the requested effective date.

(2) Be serving a 36-month accompanied tour. Soldiers unwilling or unable to serve a 36-month tour will not be authorized command sponsorship. This requirement will not be waived.

(a) If necessary, Soldiers must reenlist or extend their enlistment to meet tour-length requirements for a change-of-tour approval.

(b) USAG commanders may approve a request to change a tour from unaccompanied to accompanied if the Soldier can serve a 36-month tour.

(3) Have at least 12 months remaining “time-on-station” for his or her overseas tour after the arrival of the Family members or approval of command sponsorship, whichever is later. Soldiers with less than 12 months remaining on a 36-month tour must extend their tour to meet this requirement.

(4) Have Family members screened by the USAG for EFMP enrollment. If one or more Family members are enrolled or should be enrolled (that is, do not pass screening) in the EFMP, the USAG commander must follow the procedures in subparagraph b below.

b. If the Soldier has a Family member who is enrolled in the EFMP or does not pass the EFMP screening, the USAG commander will send the request for command sponsorship with any recommendations to the FTS for IMCOM-Europe decision.

(1) The USAG endorsement must include a statement as to whether or not adequate dental, educational, and medical care is available for the Family member in the assignment area.

(2) The USAG must send the request and all applicable dental, educational, and medical documentation to the FTS (e-mail: *USARMY Rheinland-Pfalz IMCOM Europe Mailbox Family Travel*).

(3) IMCOM-Europe will approve or disapprove the request based on the determinations, as applicable, by dental, educational, and medical authorities and the commanders' recommendations from the unit of assignment and the USAG.

c. Requests to change a tour from unaccompanied to accompanied in the European theater must be sent to the FTS (e-mail: *USARMY Rheinland-Pfalz IMCOM Europe Mailbox Family Travel*) if the Soldier—

(1) Has a Family member with special dental, medical, or educational needs (b above).

(2) Requests a change of tour under circumstances (paras 5g, 8f(2), 8g, or 8h) that require the use of conditional command sponsorship procedures (para 6c).

(3) Requests command sponsorship of Family members who will return or have already returned to the overseas command after the Family members were previously the subject of an ERD action (para 15).

d. When the approving authority grants command sponsorship, the latest of the following dates will be the effective date:

(1) The date the Soldier requested command sponsorship.

(2) The date Family members arrived in the command.

(3) The date the Soldier extended to meet tour requirements.

(4) The date the tour status was changed.

e. Children born to command-sponsored spouses are command-sponsored at birth. Soldiers do not need to send DA Form 4187 or DA Form 5888 to request command sponsorship for these children. Soldiers must, however, provide supporting documentation (for example, birth certificate, proof of command sponsorship of the spouse) to the USAG MPD to add the new Family member to the Defense Enrollment Eligibility Reporting System (DEERS).

f. Soldiers may use a copy of PCS orders that list spouse and Family member data or the overseas Family travel message authorizing Family members to travel to the overseas command as proof of command sponsorship.

g. Soldiers in certain circumstances may also request conditional command sponsorship (para 6c) as an interim status before final command sponsorship processing. Conditional command sponsorship will allow the Soldier to request and receive only housing entitlements through the housing office. No other entitlements are authorized under conditional command sponsorship.

6. REQUESTING COMMAND SPONSORSHIP

To request command sponsorship after the Soldier has arrived at the OCONUS unit, Soldiers will send a request (that is, a DA Form 4187) and the items listed on AE Form 55-46B through their unit personnel section and the servicing USAG MPD to the USAG commander.

a. The DA Form 4187 (fig 1) must include the following information:

(1) The date of the request (block 10).

(2) The names, relationships to the sponsor, dates of birth, and citizenship information of the Family members.

(3) The reason for the request (for example, adoption, marriage).

(4) The date the Soldier arrived overseas, the current date eligible for return from overseas (DEROS), and the current expiration-term-of-service (ETS) date.

(5) The physical address where the Family members currently reside and the date the Family members arrived in the command, if applicable.

(6) Whether or not the Soldier is on assignment instructions.

(7) The reason why an exception to policy is required, if applicable.

b. Exceptions to policy are processed as follows:

(1) Soldiers who are ineligible to extend their service or overseas tour to meet the 12-month time-on-station requirement must request an exception to policy. The request must state why the Soldier is ineligible to extend to meet the 12-month time-on-station requirement.

(2) To be eligible for command sponsorship, Soldiers with Family members who are enrolled in the EFMP must be stationed at a location where required dental, educational, and medical services are available.

(3) For command sponsorship requests that require an exception to policy (DODI 1315.18, encl 4, paras E4.4.2.1 through E4.4.2.4), the servicing USAG MPD will send the request through the USAG commander for a recommendation and to the FTS (e-mail: *USARMY Rheinland-Pfalz IMCOM Europe Mailbox Family Travel*) for review, concurrence, and forwarding to the ASA M&RA for decision.

c. Soldiers will send all requests for conditional command sponsorship, including requests requiring EFMP clearance, through the servicing USAG MPD to the USAG commander for a recommendation.

(1) The USAG will send the request to the FTS for review and decision.

(2) Soldiers must request command sponsorship (a above) immediately after their conditional command-sponsored Family members arrive in Europe.

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PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended

PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.

ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.

DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU *(Include ZIP Code)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*
Chief, Military Personnel Div (Actions) USAG Xxxxxxx Unit 12345 APO AE 09xxx-2345	Commander USAG Xxxxxx Unit 54321 APO AE 09xxx-4321	Commander Unit (AEXX-PE) [assigned unit (S1 office)] Unit 98765 APO AE 09xxx-8765

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
LAST, FIRST MI	Grade / MOS	000-00-0000

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above Soldier's duty status is changed from [LEAVE BLANK] to [LEAVE BLANK] effective _____ hours, _____ _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

	Service School *(Enl only)*		Special Forces Training/Assignment		Identification Card
	ROTC or Reserve Component Duty		On-the-Job Training *(Enl only)*		Identification Tags
	Volunteering For Oversea Service		Retesting in Army Personnel Tests		Separate Rations
	Ranger Training		Reassignment Married Army Couples		Leave - Excess/Advance/Outside CONUS
	Reassignment Extreme Family Problems		Reclassification		Change of Name/SSN/DOB
	Exchange Reassignment *(Enl only)*		Officer Candidate School	X	Other *(Specify)* Request for Command Sponsorship
	Airborne Training		Asgmt of Pers with Exceptional Family Members		

9. SIGNATURE OF SOLDIER *(When required)*	10. DATE *(YYYYMMDD)*
Soldier Signature	YYYYMMDD

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

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: _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_ (if applicable, else state "Indefinite").

4. Family-member data: Date Family members arrived overseas: _YYYYMMDD_ (if applicable, else state "NA")
   Current physical address of Family members: _____

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 him or her 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 reqd).
   d. Family members meet the criteria to qualify as dependents according to the definition in the JTR, Appendix A.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*
FIRST MI LAST, Rank, BR, (Co) Commander	Commander Signature	YYYYMMDD

DA FORM 4187, MAY 2014 SUPERSEDES DA FORM 4187, JAN 2000 AND REPLACES DA FORM 4187-1-R, APR 1995 Page 1 of 2

APD LC v1.02ES

Figure 1. Sample DA Form 4187—Request for Command Sponsorship

7. FAMILY MEMBERS WHO ENTER THE COMMAND WITHOUT PRIOR APPROVAL

a. Family members who arrive in the European theater without official orders or travel authorization are not command-sponsored and therefore not authorized transportation entitlements.

b. USAG commanders may recognize Family members as command-sponsored without requiring a request or additional documentation only if the Family members arrive in Europe with official orders or travel authorization.

c. If Family members arrive overseas without prior approval, the appropriate USAG commander may approve a command-sponsorship request as long as the Soldier meets the criteria in paragraph 5a and does not require an exception to policy.

NOTE: Paragraph 8c provides information about command sponsorship for dual-military couples who acquire a Family member when they do not already have command-sponsored Family members. Paragraph 8f provides information about command sponsorship for single Soldiers who become pregnant.

d. Family members who were placed in the sole or primary physical custody of the Soldier by a court order may be command-sponsored if they meet the definition of "dependent" in the Joint Travel Regulations (JTR), appendix A. In these cases, the following applies:

(1) A court of competent jurisdiction in the United States, Puerto Rico, or a possession of the United States must have issued the court order. The Soldier must be granted custody of the Family member for a period of at least 12 months.

(2) Custody granted for less than 12 months or seasonal custody (for example, summer-school breaks, joint-custody visitation) will not qualify the Family member for command sponsorship.

(3) Soldiers should be encouraged to pursue custody status that will not change before the Soldier's anticipated DEROS.

NOTE: An affidavit, power of attorney, or other document prepared by a military legal office or notary public is not acceptable for determining eligibility for command sponsorship or travel entitlements.

e. Family members of Soldiers who requested command sponsorship and who receive space-available travel authorization from the overseas command are considered command-sponsored on the date the Family members arrive overseas. For Family members to qualify for space-available travel and command sponsorship, the Soldier must meet the eligibility criteria in paragraph 5a.

f. Close relatives (para 9) who cannot be command-sponsored may be eligible for member-of-household status. AE Regulation 600-700 provides information about member-of-household restrictions, entitlements, and application procedures.

8. SOLDIERS WHO ACQUIRE FAMILY MEMBERS AFTER BEING ASSIGNED TO A LOCATION IN EUROPE

Soldiers may acquire new Family members for a variety of reasons. Soldiers may also have legitimate reasons for requesting the status of non-command-sponsored Family members be changed to command-sponsored Family members. This paragraph prescribes the policy and procedures for requesting command sponsorship for Soldiers who acquire Family members after being assigned to a location in Europe and for requesting a change of status of non-command-sponsored Family members under select circumstances (d and g below).

a. Birth.

(1) Children born by a command-sponsored spouse are command-sponsored at birth (para 5e).

(2) For children born by a non-command-sponsored individual, the Soldier must meet the tour requirements in paragraph 5a and, if applicable, custody requirements in paragraph 13 before they may apply for command sponsorship.

b. Adoption. Soldiers may apply for command sponsorship of Family members they adopt while stationed in Europe. Soldiers must meet tour requirements (para 5a(2)), but the requirement to have 12 months remaining in the overseas command after the date of adoption does not apply.

c. Dual-Military Couples. Dual-military couples who acquire a Family member and who do not already have command-sponsored Family members must apply for command sponsorship. Unit commanders will advise Soldiers to reenlist or extend their overseas tour if needed to meet the tour-length requirement for command sponsorship.

(1) After the Family member is born, adopted, or otherwise acquired, the effective date of command sponsorship will be either of the following:

(a) For Family members who are adopted or otherwise acquired, the date the Soldier requests command sponsorship and meets the tour-length requirement.

(b) For newborn Family members, the date of birth (retroactively applied if the Soldier does not submit the request or meet the tour-length requirement until after the date of birth ((2) below)).

(2) Dual-military Soldiers who do not meet the tour-length requirement on the date of birth, adoption, or other action that results in acquiring a Family member must wait to request command sponsorship until the Soldier meets the tour-length requirement.

d. Separation of One-Half of a Dual-Military Couple. When a dual-military couple is stationed overseas and one Soldier separates from the Service at the overseas location, the Soldier remaining on active duty must request command sponsorship for the separating Soldier (that is, as an acquired Family member).

(1) If other Family members were command-sponsored by the separating spouse, the Soldier remaining on active duty must request command sponsorship for these Family members as well.

(2) The Soldier remaining on active duty must meet tour-length requirements and be approved through the EFMP screening process, if applicable, to qualify for command sponsorship.

e. Marriage to Foreign Nationals. 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 that the Family member arrives or the effective date of command sponsorship approval, whichever is later.

f. Single-Soldier Pregnancy. Single Soldiers who are without Family members and become pregnant while serving on an overseas tour or are pregnant on arrival at an overseas command must serve a 36-month tour to be eligible for command sponsorship. Pregnant Soldiers on orders to overseas commands should commit to a 36-month tour before moving overseas.

(1) Pregnant Soldiers who do not extend their overseas tour to meet the 36-month tour requirement will not be authorized command sponsorship. The 36-month requirement will not be waived. Commanders should brief Soldiers who decline to meet the tour-length requirement about the financial burden of having non-command-sponsored Family members in the command.

(2) To be issued quarters before their child is born, pregnant Soldiers who meet the tour-length requirement must request conditional command sponsorship (para 6c). Conditional command sponsorship will be converted to full command sponsorship on the child's date of birth. Soldiers should send requests for conditional command sponsorship through the USAG MPD to the FTS.

(3) Commanders will brief pregnant Soldiers on their responsibilities to ensure all entitlements are received for the newly acquired Family member.

g. Bringing Back Early Returns. Soldiers who want to bring Family members back to Europe who were previously the subject of an early-return-of-Family members action (para 15) must request and receive approval for conditional command sponsorship (para 6c) before Family members may move back.

(1) The move of the Family member back to Europe will be at the Soldier's personal expense. The Soldier is not authorized to use Government-funded entitlements to pay for transportation of the Family member, household goods (HHG) associated with the move, or the Family member's unaccompanied baggage.

(2) The Soldier must request command sponsorship as soon as the Family member returns to Europe (paras 6c and 15g).

h. Transportation Entitlements.

NOTE: Soldiers with non-European Union Family members must have approved command sponsorship before relocating their Family members to Italy.

(1) USAG commanders will advise Soldiers who acquire Family members from CONUS after the Soldier's PCS effective date that their new Family members are authorized travel only on a space-available, nonreimbursable basis. Government-reimbursed shipment of HHG and unaccompanied baggage for newly acquired Family members is prohibited. This does not apply to the travel of children born to a spouse of a Soldier after the PCS effective date if the spouse was a dependent on the effective date of the PCS and she has deferred-travel orders or her travel was delayed because of the pregnancy.

(2) Soldiers who acquire Family members after a PCS should request conditional command sponsorship (para 6c) before moving the Family members to the overseas command. Soldiers must request command sponsorship immediately after the conditional command-sponsored Family members arrive at the overseas command.

(a) Conditional command sponsorship will allow the Soldier to request and receive only housing entitlements through the housing office. No other entitlements are authorized under conditional command sponsorship.

(b) After the Soldier acquires housing, the USAG housing office will release a travel message in the Deferred Family Travel Website (DFTWEB) for the Family travel office to authorize movement of the Family members from CONUS.

(c) The movement of any Family-member HHG or unaccompanied baggage to the overseas command will be at the Soldier's personal expense.

(3) If Family members travel to the overseas command at personal expense, the Soldier must request command sponsorship when they arrive.

9. TRANSPORTATION FOR CLOSE-BLOOD AND AFFINITIVE RELATIVES
Space-required travel, early return, escort authorization, other transportation entitlements, and command sponsorship are not authorized for close-blood and affinitive relatives who do not have dependent status according to applicable regulations. Exceptions for space-required travel may be authorized only if the Family member meets the requirements of paragraph 15c.

10. TRAVEL OF ACQUIRED FAMILY MEMBERS
Family members acquired after the effective date of the PCS orders are authorized space-available travel if they receive command-sponsorship approval. Soldiers are not authorized shipment of additional privately owned vehicles, HHG, or unaccompanied baggage on the basis of acquired Family members.

11. NONCONCURRENT FAMILY MEMBER TRAVEL
To process nonconcurrent travel for Family members (that is, PCS travel of Family members separate from and after the Soldier initially arrives in Europe, the Soldier, the MPD, and the USAG Family housing office must take the following actions:

a. Soldier. After the Soldier receives command sponsorship approval, the Soldier will send the request for nonconcurrent travel through the unit personnel section to the USAG MPD, which will coordinate Family travel through the Family housing office of the applicable CONUS installation.

b. MPD.

(1) The MPD will—

(a) Enter all applicable Family information about the Soldier into DFTWEB.

(b) Process any escort authorization requests. To qualify as an escort, the Soldier must be a sole parent or part of a dual-military couple and must have requested and been denied concurrent travel to the overseas unit. Family members must be under 12 years old to be eligible for an escort. Paragraph 17d provides more information about processing requests for escort authorization.

(2) If a sole-parent Soldier on an initial enlistment regained custody after enlistment, USAGs will verify that the Soldier who is requesting Family-member travel did not violate AR 601-210, paragraph 2-10.

(3) If Families include members enrolled in the EFMP, the MPD will not process the request for movement to Europe until the United States Army Europe Regional Medical Command, the Department of Defense Dependents Schools (DODDS), or both grant clearance and the FTS approves the request. The FTS must verify all requests for travel and transportation involving EFMP members (mil 544-1520 or e-mail: *USARMY Rheinland-Pfalz IMCOM Europe Mailbox Family Travel*).

c. Family Housing Office. After the Soldier accepts quarters and sets a move-in date, the Family housing office will enter the housing data in DFTWEB and send a message to the CONUS installation authorizing Family travel.

(1) The effective date of travel will not be before the move-in date.

(2) Soldiers should direct inquiries about the status of nonconcurrent-travel messages to the local Family housing office responsible for the region where the Family members reside. The FTS does not process or receive nonconcurrent-travel messages.

d. CONUS Installations. CONUS installations are responsible for coordinating nonconcurrent travel of Family members who reside in CONUS. Soldiers will not be referred to the OCONUS local community travel office to coordinate CONUS-residing Family-member travel.

12. EARLY ARRIVAL OF FAMILY MEMBERS

The FTS must approve any request for early arrival overseas (that is, arrival before the sponsoring Soldier) of Family members before the Family members may move at Government expense.

a. Soldiers who move Family members overseas without approval will not be authorized reimbursement for Family-member travel expenses.

b. The approval of an early arrival authorizes the Family members to use Government-funded travel. Command sponsorship, however, is not effective until the sponsor arrives at the overseas command.

13. CUSTODY REQUIREMENTS FOR COMMAND SPONSORSHIP AND TRANSPORTATION ENTTITLEMENTS

a. Situations Involving Custody or Guardianship. Soldiers must have legal custody of their dependent Family members to be eligible for command sponsorship and Government-funded transportation. Family members must qualify as dependents according to the definition in the JFTR, appendix A. Normally, a court of competent jurisdiction in the United States, Puerto Rico, or a possession of the United States must have issued an order placing the Family member in the custody of the Soldier or the Soldier's command-sponsored spouse for a period of at least 12 months for the Family member to qualify as a dependent.

b. Joint Custody. Soldiers with joint custody who also have primary physical custody of the Family member may be authorized command sponsorship and transportation entitlements. The Soldier may bring these Family members to the overseas command only when the Soldier provides over one-half of the support of the Family member and the Family member will reside with the Soldier.

c. Parents as Dependents. Command sponsorship and space-required travel may be authorized for a Soldier's or a spouse's parent, stepparent, adoptive parent, or other person (including a former stepparent) who has served in loco parentis for the Soldier for a continuous period of at least 5 years at any time before the Soldier became 21 years old.

(1) To be eligible for command sponsorship and transportation entitlements, the parent or other person must reside with the Soldier and depend on the Soldier for more than one half of his or her support. Dependency determination from the Defense Finance and Accounting Service (DFAS) is the only acceptable proof.

(2) 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, space-available travel is authorized.

d. Foreign Adoptions. The following policy and procedures apply to command sponsorship for foreign adoptions:

(1) If the Soldier is a U.S. citizen, the Soldier must send documentation from the consulate proving that the adopted child was processed for immigration to the United States.

(2) If the Soldier is not a U.S. citizen and the child is less than 1-year old, the Soldier must send the adoption certificate from the child's native country (that is, from where the child was adopted).

(3) All cases besides those in (1) and (2) above require a U.S. court order as stated in the JFTR.

(4) The Soldier is responsible for ensuring that non-U.S. Family members meet all host-nation immigration-entrance requirements.

(5) The Soldier must ensure that foreign Family members who were adopted while the Soldier was stationed in Europe meet U.S. immigration requirements before the Soldier's PCS with the Family members to the United States.

e. Situations Involving Foreign-Nation Determined Custody. The following rules apply when a foreign nation issues the custody determination:

(1) When the birth certificate lists the Soldier or the Soldier's current spouse, a court order from the child's native country is required to determine custody.

(2) When the birth certificate does not list the Soldier or the Soldier's current spouse, a U.S. court order is required to determine custody.

(3) The Soldier must ensure that non-U.S. Family members meet host-nation immigration-entrance requirements.

(4) The Soldier must ensure that foreign-national Family members meet U.S. immigration requirements before the Soldier's PCS with the Family members to the United States.

14. ADVANCE RETURN OF FAMILY MEMBERS

Soldiers may request advance return of Family members (glossary) any time after receiving PCS orders.

15. EARLY RETURN OF DEPENDENTS

a. The Army may direct or approve an early return of dependent Family members (ERD action) (that is, return of Family members without the Soldier to CONUS before the DEROS or the date the Soldier otherwise completes his or her overseas tour requirement) in the following situations:

(1) Official situations (for example, the Family member was involved in a situation that is embarrassing to the U.S. Government or is prejudicial to the command's order, morale, and discipline; the Family member's safety can no longer be guaranteed) or to support U.S. national interests.

(2) The Soldier or Family member has requested an early-return authorization because of a personal situation.

b. The USAG commander who is a colonel or colonel-equivalent is normally the approving authority for ERD actions returning Family members to CONUS under the provisions of the JTR, chapter 5. Deputy garrison managers will send command-initiated ERD actions to the next higher command for decision. The USAG commander—

(1) May stipulate travel requirements on the orders for the ERD action. For example, "Family members must travel by [date]. After this date, command sponsorship will be revoked, U.S. Government no-fee passports must be surrendered, and action may be taken to bar entrance of Family members to Government installations."

(2) Has the authority to revoke the command sponsorship of Family members who refuse to depart the command after a command-directed ERD order has been issued because of official situations or to support U.S. national interests.

(3) Appendix B provides the procedures for processing an ERD packet and samples of the required documents (figs B-1 thru B-3).

c. The ASA M&RA is the approval authority for ERD actions returning Family members to a country outside the United States and its territories. To process these requests, the Soldier will—

(1) Obtain the USAG commander's endorsement.

(2) Send the request through the USAG MPD (with the USAG commander's endorsement attached) through the USAG MPD and the United States Army Human Resources Command (AHRC-PLO-T), 1600 Spearhead Division Ave, Dept 120, Fort Knox, KY 40122-5102, to the DA G-1 (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300.

d. Before approving or endorsing a Soldier-requested ERD action because of a Soldier's personal situation, the USAG commander must determine that the Family's problems cannot be solved in the overseas command. The use of available resources, both on and off post, must be exhausted before the USAG commander approves or endorses the request. The approving USAG commander must—

(1) Carefully evaluate each case and determine whether the early return of the Family members is in the best interest of the Government, the Soldier, and the Family.

(2) Consider recommendations from chaplains, mental-health agencies, financial-management counselors, medical and educational specialists, or other applicable specialists or agencies.

(3) Receive a completed AE Form 55-46A from the Soldier who is making the request.

e. If a Soldier requests an ERD action because of a personal situation and will face financial hardship as a result of the early-return travel, the Soldier's commander will ensure that the appropriate resources are provided to help the Soldier and his or her Family members. If the Soldier's issues cannot be solved using the appropriate resources, the unit commander will annotate AE Form 55-46A to show the date when the Soldier and his or her Family members were counseled. The AE Form 55-46A will then become part of the Soldier-requested ERD packet that will be sent to the USAG commander.

f. The USAG commander is the approval authority for Soldier-requested ERD actions (for personal situations). This authority may not be delegated. If doubt exists as to whether eligibility criteria have been met or if guidance is needed, the USAG commander may send the application with appropriate recommendations and comments to the FTS.

g. Early-return authorization will not be used in place of a Soldier's Family-care plan during temporary duty (TDY) or deployment. Family-member travel to the care-provider's location will be at the Soldier's personal expense, except as authorized in paragraph 6b.

h. Soldiers who receive early-return orders must process through the local official travel office for Family-member travel and transportation.

(1) Soldiers who return Family members to CONUS at personal expense before early-return orders are issued will normally not be reimbursed for travel.

(2) After-the-fact requests for reimbursement of early-return travel and transportation expenses must meet JTR requirements (either para 5102-B2 or 5102-B5 only) to be approved. The USAG commander is the approving authority for after-the-fact requests for reimbursement.

(3) The USAG commander may stipulate travel requirements on the orders for ERD actions. For example, "Family members must travel by [date]. After this date, the orders are void. The office issuing these orders must be notified by the Soldier if Family members do not travel."

(4) The following statement should be added to the Soldier's PCS orders if the Soldier returned Family members early under the JTR, chapter 5: "Travel of dependents and shipment of household goods are authorized from [enter the location to where the Family members were last shipped at Government expense] to [enter the new permanent duty station (PDS)] in accordance with paragraph 5102 of the Joint Travel Regulations."

i. Soldiers who bring Family members back to Europe at personal expense after the Family members returned early to CONUS must request command sponsorship when the Family members return to Europe. In these situations, the Soldier must—

(1) Send the command-sponsorship request and recommendations from the Soldier's chain of command to the USAG commander for consideration. The USAG commander may approve or disapprove the command-sponsorship request or require the Soldier to resubmit the request after a specific length of time.

(2) Serve 24 months after command sponsorship is approved. This requirement will not be waived.

j. Soldiers granted an ERD are authorized to move the Family members and HHG from the location in the United States where the Family members will reside as a result of the ERD to the Soldier's new PDS at Government expense after the Soldier leaves the overseas command.

16. OVERSEAS SEPARATION OF ONE-HALF OF A DUAL-MILITARY COUPLE

a. A separating Soldier who is one-half of a dual-military couple is authorized—

(1) Travel from the last PDS to the PDS of the active-duty spouse.

(2) The shipment of HHG from the last PDS to the PDS of the active-duty spouse.

b. If a former Soldier returns to an overseas command at personal expense, the Soldier's sponsor must request command sponsorship. Authorization requirements and the command-sponsorship effective date will be according to AR 55-46, paragraph 1-13.

17. ESCORT AUTHORIZATION

a. Early Return Escort Requests. Soldiers must send requests for escort authorization associated with an early return of a Family member through the USAG MPD to the FTS on DA Form 4187 with a copy of the early-return orders and all endorsements attached. The DA Form 4187 must include the following information:

(1) A statement that the Soldier is the sole parent or part of a dual-military couple. A sole parent is defined as a parent Soldier who has never been married, is a widow or widower, or is divorced and not remarried. Soldiers who are separated from their spouses are not considered sole parents.

(2) The escort's name, grade, and Social Security number (for dual-military couples).

(3) The name, date of birth, and passport number of each Family member to be escorted.

(4) The address to where the early return of the Family member is authorized.

(5) A statement that the Soldier has legal custody of the Family member.

b. Sole-Parent, OCONUS-PCS Escort Requests. Sole-parent Soldiers are eligible for escort authorization to return to CONUS to accompany minor Family members to Europe, but only if the FTS previously denied the request for concurrent travel of Family members. If any of the following situations also apply, the Soldier must meet the specified requirements in order to be eligible for escort authorization:

(1) If a sole-parent Soldier is on an initial enlistment and the Soldier regained custody of a child born before entering active duty, the Soldier must not be in violation of AR 601-210, paragraph 2-10.

(2) The legal custody of the Family member must be final. Family members must be in the legal custody of the Soldier as a result of an order of a court of competent jurisdiction in the United States, Puerto Rico, or a possession of the United States. Soldiers separated from their spouses are not authorized escort authorization for minor Family members.

c. Dual-Military Couples. One-half of a dual-military couple is eligible for escort authorization to return to CONUS to accompany minor Family members to Europe, but only when the FTS previously denied the request for concurrent travel of Family members. If custody is an issue, the Soldier must have been granted legal custody of the Family member in order to be granted authorization to serve as an escort. In addition, the legal custody must be final and based on an order of a court of competent jurisdiction in the United States, Puerto Rico, or a possession of the United States.

d. Requesting Escort Authorization.

(1) Soldiers requesting escort authorization will include the request for this authorization when submitting their request for Family-member travel to the USAG MPD.

(2) The USAG MPD will enter the request for escort authorization in DFTWEB for the FTS to review it, make a final decision, and post a decision in DFTWEB.

(3) Escort TDY will be limited to 5 days. Additional time will be charged as ordinary leave.

e. Soldiers Who Change From Unaccompanied to Accompanied Tours. Soldiers who elect to serve a 24-month unaccompanied tour and who change their tour after arriving in Europe are not eligible for escort authorization. In these cases, the Soldier's travel to CONUS to accompany Family members who are moving to Europe will be at the Soldier's personal expense.

18. STUDENT TRAVEL PROGRAM

Each dependent student of a Soldier assigned to an OCONUS unit is entitled to one Government-funded, round trip between the student's school and the PDS or other location (not to exceed the cost to the PDS) each FY (JTR, paras 7150 thru 7155 (military) and AR 55-46, para 4). To be eligible, the sponsor must be on active duty and serving a with-dependents OCONUS tour. Eligibility for STP entitlements is based on the status of the sponsor and student on the date of travel, not the request date.

a. Children in Custodial Situations. Soldiers are not entitled to STP entitlements for their student Family members if the applicable court awarded custody to anyone other than the Soldier who is assigned to the European theater or their command-sponsored spouse. Soldiers who have joint custody of a student Family member may request student travel if the student is a dependent as defined in the JTR, appendix A (that is, the dependent's primary residence is with the sponsor when the student is not in college).

b. Spouse Restriction. Spouses may not take part in the STP.

c. Requesting Student Travel. Sponsors may request STP entitlements through the student-travel section of the UPDB at *http://www.updb.eur.army.mil*.

(1) By submitting the online request, the sponsor confirms that—

(a) The sponsor is accompanied on this tour by command-sponsored Family members (unless all child Family members are college students).

(b) The sponsor has full custody of the student. When the student is the subject of a court order, the court must have granted the sponsor full custody and control. Students who have reached the age of majority (AR 55-46, para 4-2c(4)) may be authorized student travel if they meet the definition of dependent in the JTR, appendix A.

(c) The Family member is not married and will be under 23 years old at the time of travel.

(d) The Family member is attending an accredited college in the United States or the Family member is attending a secondary school because the child was not eligible to attend a DODDS school other than on a 7-day-a-week basis. A copy of the statement of nonavailability from DODDS must accompany STP requests for children attending a secondary school.

(e) The Family member is enrolled as a full-time student (12 semester hours or equivalent).

(f) The Family member has not used the STP entitlement for the current FY.

(g) The Family member has not been early-returned to CONUS at Government expense during the sponsor's present tour.

(2) Sponsors must send verification from the college or university at which the Family member is enrolled as a full-time student to the FTS by e-mail (*USARMY Rheinland-Pfalz IMCOM Europe Mailbox Family Travel*). Sponsors must send an enrollment verification for each request and the verification must be current (that is, dated no earlier than 6 months before the requested travel date).

(3) For requests for Government-funded student travel for children attending a secondary school in CONUS, requestors must attach a verification of enrollment and a statement of nonavailability from DODDS.

d. Funding for the STP. According to AR 55-46, paragraph 4-8, Army service component commands, Army commands, and Army direct reporting units will fund student travel for their Soldiers. Although IMCOM-Europe administers the STP for the Army in Europe and publishes all official student travel orders, the higher headquarters of the requester's unit must send the FTS a fund cite for the student travel for the FY in which the travel will occur before the FTS will issue travel orders for the student. The following organizations will provide these fund cites:

(1) The USAREUR G8 will send USAREUR fund cites to the FTS for the HQ USAREUR staff and each USAREUR major subordinate command.

(2) The resource management offices of USAREUR specialized commands will send fund cites to the FTS for Soldiers assigned to their organizations on behalf of their Army command or Army direct reporting unit.

(3) The Resource Management Office, Garrison Support Element, IMCOM-Europe, will send IMCOM-Europe fund cites to the FTS for all Soldiers assigned to any element of IMCOM-Europe, including USAGs.

(4) Other commands (for example, USEUCOM, USAFRICOM, United States Army Africa/Southern European Task Force) with Soldiers stationed in Europe will send fund cites to the FTS before the FTS will issue the travel orders.

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

APPENDIX A
REFERENCES

SECTION I
PUBLICATIONS

Joint Travel Regulations (Uniformed Service Members and DOD Civilian Employees)

NOTE: As of 1 October 2014, DOD merged the former Joint Federal Travel Regulations (JFTR), volume 1 (Uniformed Service Members), and former Joint Travel Regulations (JTR), volume 2 (DOD Civilian Personnel), into a single document: the Joint Travel Regulations (Uniformed Service Members and DOD Civilian Employees).

DOD Directive 4500.54E, Foreign Clearance Program

DOD Instruction 1315.18, Procedures for Military Personnel Assignments

DOD 4500.54-G/M, Department of Defense Foreign Clearance Guide and Manual (specifically, the Foreign Clearance Guide, Europe (volume), available at *https://www.fcg.pentagon.mil/*)

AR 601-210, Active and Reserve Components Enlistment Program

AE Regulation 600-700, Identification Cards and Individual Logistic Support

SECTION II
FORMS

DD Form 93, Record of Emergency Data

DD Form 2792, Exceptional Family Member Medical Summary

DD Form 2792-1, Exceptional Family Member Special Education/Early Invention Summary

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 4037, Officer Record Brief

DA Form 4187, Personnel Action

DA Form 5888, Family Member Deployment Screening Sheet

AE Form 55-46A, Commander's Checklist for Soldier and Family Assistance

AE Form 55-46B, Army in Europe Command Sponsorship Checklist

AE Form 55-46C, Army in Europe Early Return of Dependents Request-Packet Checklist

APPENDIX B
PROCEDURES FOR EARLY-RETURN-OF-FAMILY-MEMBERS PACKETS

B-1. PURPOSE
This appendix provides the procedures for completing an early return of dependents (ERD) (Family members) request packet.

B-2. SOLDIER REQUESTS FOR EARLY RETURN OF DEPENDENTS
A Soldier-requested ERD request packet consists of all of the following documents:

a. An ERD request (that is, a DA Form 4187). The DA Form 4187 must be signed by the Soldier (block 9), approved by the company-level commander (block 12), and endorsed by the first commander who is a lieutenant colonel or higher (pg 2, addendum section). Other intermediate or higher-level commanders or supervisors may also endorse if applicable. Figure B-1 provides a sample.

b. A memorandum for record (MFR)–statement of understanding (SOU). The MFR–SOU provides a signed acknowledgment by the spouse and the Soldier of the expectations and implications of executing an ERD. The MFR–SOU also provides a signed acknowledgement by the company-level commander that he or she has verified the spouse and Soldier fully understand the expectations and implications associated with an ERD action. Figure B-2 provides a sample. If the spouse refuses to make an election or sign the MFR–MOU, the commander should annotate the refusal and the date on the MFR–MOU adjacent to the spouse's signature block location and then sign (for example, "Spouse refused to identify concurrence or nonconcurrence and refused to sign: 1 January 2015, First MI. Last.").

c. An ERD request-packet checklist (that is, AE Form 55-46C). This checklist should be completed or verified at each level of command (starting at company level) and digitally initialed by the command representative (normally, a personnel specialist) who reviews the documents before forwarding the request packet to the next approval authority.

d. Other documents. Other documents that are required enclosures to the DA Form 4187 include the enlisted record brief (ERB) or officer record brief (ORB), the OCONUS permanent-change-of-station (PCS) move orders with command-sponsorship approval annotated or an approval-letter attached, copies of passports, and the AE Form 55-46A with other applicable supporting documentation.

B-3. REQUESTS FOR COMMAND-DIRECTED EARLY RETURN OF DEPENDENTS
A command-directed ERD request packet consists of the following documents:

a. An ERD request (that is, a DA Form 4187). The DA Form4187 must be approved by the company-level commander (block 12) and endorsed by the first commander who is a lieutenant colonel or higher (pg 2, addendum section). Other intermediate or higher-level commanders or supervisors may also endorse if applicable.

b. An ERD request-packet checklist (AE Form 55-46C). This checklist should be completed or verified at each level of command (starting at company level) and digitally initialed by the command representative (normally, a personnel specialist) who reviews the documents before forwarding the request packet to the next approval authority.

c. Other documents. Other documents that are required enclosures to the DA Form 4187 include the ERB or ORB, the OCONUS PCS move orders with command-sponsorship approval annotated or an approval-letter attached, copies of passports, and other applicable supporting documentation.

NOTE: The MFR–SOU is not required for a command-directed ERD request packet.

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended

PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.

ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.

DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU *(Include ZIP Code)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*
Chief, Military Personnel Div (Actions) USAG Xxxxxxx Unit 12345 APO AE 09xxx-2345	Commander USAG Xxxxxx Unit 54321 APO AE 09xxx-4321	Commander Unit (AEXX-PE) [assigned unit (S1 office)] Unit 98765 APO AE 09xxx-8765

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
LAST, FIRST MI	Grade / MOS	000-00-0000

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above Soldier's duty status is changed from [LEAVE BLANK] to [LEAVE BLANK] effective _____ hours, _____ _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

	Service School *(Enl only)*		Special Forces Training/Assignment		Identification Card
	ROTC or Reserve Component Duty		On-the-Job Training *(Enl only)*		Identification Tags
	Volunteering For Oversea Service		Retesting in Army Personnel Tests		Separate Rations
	Ranger Training		Reassignment Married Army Couples		Leave - Excess/Advance/Outside CONUS
	Reassignment Extreme Family Problems		Reclassification		Change of Name/SSN/DOB
	Exchange Reassignment *(Enl only)*		Officer Candidate School	X	Other *(Specify)* Solder-Requested ERD
	Airborne Training		Asgmt of Pers with Exceptional Family Members		

9. SIGNATURE OF SOLDIER *(When required)*	10. DATE *(YYYYMMDD)*
Soldier Signature	YYYYMMDD

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

1. I request approval of an early-return of dependents (ERD) for the following dependent Family members according to the JTR (chap 5, subsec A3C) and AE Reg 55-46 (para 15):

	NAME	RELATIONSHIP	DOB	PASSPORT #	PASSPORT EXPIRES	CITIZENSHIP
a.	_First MI Last_	_Spouse____	_YYYYMMDD_	########	_YYYYMMDD_	_USA___

2. Justification. Xxxxxxx xxxx.

3. Soldier data: a. Date last PCS: YYYYMMDD. b. DEROS: YYYYMMDD. c. ETS: YYYYMMDD (if applies, else state "Indef").
d. Identify if Soldier is in receipt of assignment instructions: ___ (state "YES" or "NO" or enter both, circle one, line-thru other).

4. Additional information:
a. Current physical address of Family members: _____.
b. Destination physical address of Family members: _____.
c. Requested departure date: _YYYYMMDD_.
d. Request shipment of household goods (HHG): _____ (state "YES" or "NO" or enter both, circle one, line-thru other).
e. Request shipment of privately-owned vehicle (POV): _____ (state "YES" or "NO" or enter both, circle one, line-thru other).

5. Required Enclosures: ERB or ORB, OCONUS PCS orders with command sponsorship approval letter if applicable, copies of passports, AE Form 55-46A, AE Form 55-46C, ERD SOU, other supporting documentation as required.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☒ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*
FIRST MI LAST, Rank, BR, (Co) Commander	Commander Signature	YYYYMMDD

DA FORM 4187, MAY 2014 SUPERSEDES DA FORM 4187, JAN 2000 AND REPLACES DA FORM 4187-1-R, APR 1995 Page 1 of 2 APD LC v1.02ES

Figure B-1. Sample DA Form 4187–Request for Early Return of Dependents

15. NAME OF INDIVIDUAL	16. SSN
LAST, FIRST MI	000-00-0000

ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL

AUTHORITY	a. TO	b. FROM
	Battalion Command Sergeant Major (if applicable) Unit (AEXX-XXX)] Unit 98765, APO AE 09###-8765	Commander Unit (AEXX-XXX) [assigned unit (office symbol)] Unit 98765, , APO AE 09###-8765

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☒ APPROVAL ☐ DISAPPROVAL

d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*
LAST, FIRST, MI	CSM	YYYYMMDD

g. TITLE/POSITION	h. SIGNATURE
Battalion Command Sergeant Major	Signature

i. COMMENTS
The unit and the community have exhausted all resources to assist the Soldier. Recommend approval of ERD request.

AUTHORITY	a. TO	b. FROM
	Battalion Commander Unit (AEXX-XXX)] Unit 98765, APO AE 09###-8765	Battalion Command Sergeant Major (if applicable) Unit (AEXX-XXX)] Unit 98765, APO AE 09###-8765

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☒ APPROVAL ☐ DISAPPROVAL

d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*
LAST, FIRST, MI	LTC	YYYYMMDD

g. TITLE/POSITION	h. SIGNATURE
Battalion Commander	Commander Signature

i. COMMENTS
Concur.

AUTHORITY	a. TO	b. FROM

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*

g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

AUTHORITY	a. TO	b. FROM

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*

g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

DA FORM 4187, MAY 2014 Page 2 of 2
APD LC v1.02ES

Figure B-1. Sample DA Form 4187–Request for Early Return of Dependents—Continued

[Plain bond paper]

AEXX-XX *[unit office symbol]*

MEMORANDUM FOR RECORD

SUBJECT: Statement of Understanding (SOU) for Early Return of Dependents (ERD) – _Last Name_

1. Spouse SOU. I acknowledge that I am aware my sponsor is requesting an early return of dependent Family members (an ERD). I **(DO or DO NOT)** *[select and circle one, line thru other]* concur with this request ____ *[initials]*. If the ERD is approved, I understand that I will not be authorized to return to the duty location outside the continental United States at Government expense. I further understand that I will be moved through a permanent change of station (PCS) to the address specified on the DA Form 4187 request form (that is, _____ *[street, city, state, zipcode]*).

_____ (Signature)
First MI. Last
_____ (Date)

2. Soldier SOU. I understand that approval of this request for an ERD will terminate command sponsorship and my Family members will not be allowed to return to my overseas place of duty at Government expense during my current tour. I further understand that if I am not accompanied by command-sponsored Family members, I am required to clear Government housing within 15 days of my Family members' departure from this command, to update my basic allowance for housing and cost of living allowance authorizations, and to update or reverify my DD Form 93 and Servicemembers Group Life Insurance designations. My Family members and I have reached an agreement on the division and shipment of household goods (HHG). If I ship a privately owned vehicle (POV) at this time, I understand I will not be authorized another shipment of a POV at Government expense during this tour.

_____ (Signature)
FIRST MI. LAST
Rank, Branch
_____ (Date)

3. Commander Verification. I have interviewed and counseled the Soldier and Family member on the guidelines and procedures of requesting an ERD action. The Soldier and Family members agree to the action and have agreed on a division of the HHG and POVs. The Family members have agreed to meet the port call on the date, time, and location that will be established. The Soldier understands that he or she must update his or her finance and housing information with the appropriate offices immediately after his or her Family members depart. The Soldier further understands that if the ERD is approved, he or she will still be required to financially support his or her Family members as required by applicable regulations and laws.

_____ (Signature)
FIRST MI. LAST
Rank, Branch
_____ (Date)

Figure B-2. Sample Memorandum for Record–Statement of Understanding

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended

PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.

ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.

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Chief, Military Personnel Div (Actions) USAG Xxxxxxx Unit 12345 APO AE 09xxx-2345	Commander USAG Xxxxxx Unit 54321 APO AE 09xxx-4321	Commander Unit (AEXX-PE) [assigned unit (S1 office)] Unit 98765 APO AE 09xxx-8765

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
LAST, FIRST MI	Grade / MOS	000-00-0000

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above Soldier's duty status is changed from [LEAVE BLANK] to [LEAVE BLANK] effective _____ hours, _____ _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

	Service School *(Enl only)*		Special Forces Training/Assignment		Identification Card
	ROTC or Reserve Component Duty		On-the-Job Training *(Enl only)*		Identification Tags
	Volunteering For Oversea Service		Retesting in Army Personnel Tests		Separate Rations
	Ranger Training		Reassignment Married Army Couples		Leave - Excess/Advance/Outside CONUS
	Reassignment Extreme Family Problems		Reclassification		Change of Name/SSN/DOB
	Exchange Reassignment *(Enl only)*		Officer Candidate School	X	Other *(Specify)* Command-directed ERD Request
	Airborne Training		Asgmt of Pers with Exceptional Family Members		

9. SIGNATURE OF SOLDIER *(When required)*	10. DATE *(YYYYMMDD)*
Soldier Signature	YYYYMMDD

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

1. _[Unit name]__ requests approval of a command-directed early-return of dependents (ERD) for the following dependent Family members according to the JTR (chap 5, subsec A3C) and AE Reg 55-46 (para 15):

	NAME	RELATIONSHIP	DOB	PASSPORT #	PASSPORT EXPIRES	CITIZENSHIP
a.	_First MI Last_	_Spouse____	_YYYYMMDD_	_########_	_YYYYMMDD_	_USA___

2. Justification. Xxxxxxx xxxxxx.

3. Soldier data: a. Date last PCS: YYYYMMDD. b. DEROS: YYYYMMDD. c. ETS: YYYYMMDD (if applies, else state "Indef").
d. Identify if Soldier is in receipt of assignment instructions: ____ (state "YES" or "NO" or enter both, circle one, line-thru other).

4. Additional information:
a. Current physical address of Family members: _____.
b. Destination physical address of Family members: _____.
c. Requested departure date: _YYYYMMDD_.
d. Request shipment of household goods (HHG): _____ (state "YES" or "NO" or enter both, circle one, line-thru other).
e. Request shipment of privately-owned vehicle (POV): _____ (state "YES" or "NO" or enter both, circle one, line-thru other).

5. Required Enclosures: ERB or ORB, OCONUS PCS orders with command-sponsorship approval letter if applicable, copies of passports, AE Form 55-46A, AE Form 55-46C, other supporting documentation as required.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☒ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*
FIRST MI LAST, Rank, BR, (Co) Commander	Commander Signature	YYYYMMDD

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Figure B-3. Sample DA Form 4187–Command-Directed Early Return of Dependents

15. NAME OF INDIVIDUAL LAST, FIRST MI		16. SSN 000-00-0000
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL		
AUTHORITY	a. TO Battalion Commander Unit (AEXX-XXX)] Unit 98765, APO AE 09###-8765	b. FROM Commander Unit (AEXX-XXX) [assigned unit (office symbol)] Unit 98765, , APO AE 09###-8765
c. ACTION: ☐ APPROVED ☐ DISAPPROVED	RECOMMEND: ☒ APPROVAL ☐ DISAPPROVAL	
d. NAME *(Last, First, Middle)* LAST, FIRST, MI	e. RANK LTC	f. DATE *(YYYYMMDD)* YYYYMMDD
g. TITLE/POSITION Battalion Commander	h. SIGNATURE Commander Signature	
i. COMMENTS Approval of an early return of dependents action for these Family members is in the best interest of the U.S. Army (see enclosures).		
AUTHORITY	a. TO	b. FROM
c. ACTION: ☐ APPROVED ☐ DISAPPROVED	RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL	
d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*
g. TITLE/POSITION	h. SIGNATURE	
i. COMMENTS		
AUTHORITY	a. TO	b. FROM
c. ACTION: ☐ APPROVED ☐ DISAPPROVED	RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL	
d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*
g. TITLE/POSITION	h. SIGNATURE	
i. COMMENTS		
AUTHORITY	a. TO	b. FROM
c. ACTION: ☐ APPROVED ☐ DISAPPROVED	RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL	
d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*
g. TITLE/POSITION	h. SIGNATURE	
i. COMMENTS		

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Figure B-3. Sample DA Form 4187–Command-Directed Early Return of Dependents—Continued

Glossary

SECTION I
ABBREVIATIONS

AE	Army in Europe
AEPUBS	Army in Europe Library & Publishing System
AR	Army regulation
ASA M&RA	Assistant Secretary of the Army (Manpower and Reserve Affairs)
BR	branch
chap	chapter
CONUS	continental United States
DA	Department of the Army
DEERS	Defense Enrollment Eligibility Reporting System
DEROS	date eligible for return from overseas
DFAS	Defense Finance and Accounting Service
DFTWEB	Deferred Family Travel Website
DOB	date of birth
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DODI	Department of Defense instruction
EFMP	Exceptional Family Member Program
ERB	enlisted record brief
ERD	early return of dependents (Family members)
ETS	expiration term of service (date)
FTS	Family Travel Section, Theater Personnel Support Services Branch, Garrison Support Element, Installation Management Command, Europe Region
FY	fiscal year
HHG	household goods
IMCOM-Europe	United States Army Installation Management Command, Europe Region
indef	indefinite
JFTR	Joint Federal Travel Regulations, volume 1 (obsolete)
JTR	Joint Travel Regulations
LTC	lieutenant colonel
mil	military (phone number)
MFR	memorandum for record
MPB	Military Personnel Branch, Office of the Assistant Chief of Staff, G1, United States Army Installation Management Command, Europe Region
MPD	military personnel directorate
NA	not applicable
OCONUS	outside the continental United States
ORB	officer record brief (DA Form 4037)
PCS	permanent change of station
PDS	permanent duty station
pg	page
POV	privately owned vehicle
reg	regulation
reqd	required
sec	section

SOU	statement of understanding
subsec	subsection
STP	Student Travel Program
TDY	temporary duty
thru	through
UPDB	United States Army Europe Personnel Database
U.S.	United States
USAFRICOM	United States Africa Command
USAG	United States Army garrison
USAREUR	United States Army Europe
USAREUR G8	Deputy Chief of Staff, G8, United States Army Europe
USEUCOM	United States European Command

SECTION II
TERMS

advance return of Family members
A sponsor-elected permanent-change-of-station (PCS) move of Family members out of an OCONUS location according to published PCS orders, but before the sponsor's expiration-term-of-service date or the date eligible for return from overseas (Soldiers or their Family members may request an advance return.)

early return of dependents
A sponsor-requested (command approved) or a command-directed permanent-change-of-station (PCS) move of dependent Family members out of an OCONUS location before the sponsor's expiration-term-of-service date or the date eligible for return from overseas and before publication of PCS orders that would move the sponsor out of that OCONUS location

nonconcurrent travel
Family member travel from a designated place or permanent duty station within 140 days after the sponsor arrives in the overseas area