

# Command Sponsorship Packet

**Definition:** Command sponsorship is approval of the OS installation commander for dependents to reside with the Airman at the OS duty station. Provided they meet the eligibility criteria, Airmen are given every opportunity to be granted command sponsorship. While an Airman is not entitled by statute to command sponsorship or to serve an accompanied tour, there are statutory entitlements associated with approval of command sponsorship. ([AFI 36-2110 6.11.2](#))

## **When to use this package:**

- (1) **Member** acquires new dependents through marriage or birth.
- (2) **An Airman** who was accompanied at the current duty station by command sponsored dependents and returns dependents early at government expense and is later joined by those same dependents at the Airman's expense, may again have the dependents command sponsored provided the sponsor does not have an assignment select for PCS. **6.11.2.10.**
- (3) **Airmen** with dependents, who were dependents as of the effective date of PCS orders, who initially elect an unaccompanied tour and later want to bring their dependents to the OS location, must apply for command sponsorship. **6.11.2.13.**
- (4) **Secondary** Dependents (ex: brother, sister, in-laws, grandparents) may be command sponsored with an approved secondary dependency letter from the base Finance Office.
- (5) **Command** sponsorship of a dependent may be transferred to another military sponsor provided the acquired dependent has been command sponsored at least 12 months preceding transfer. **6.11.2.8.**
- (6) **If** one spouse of a military couple separates or retires from an OS station and remains in the vicinity of the duty station of the spouse who is serving the accompanied tour length, the separating or retiring spouse may be command sponsored effective the day following the last day of active duty. **6.11.2.7.**

## **When not to use this package:**

- (1) **When** member has medically cleared dependent before arriving at overseas location. These members should notify the MPF Office during in-processing.
- (2) **Children** born to command-sponsored dependent spouses are command sponsored at birth. **6.11.2.9.**
- (3) **An Airman** who ERD command sponsored dependents as a result of divorce may have newly acquired dependents command sponsored. Command sponsorship carries over to the new spouse and/or dependents (as long as he or she is medically cleared); however, government funded travel to the OS location is not authorized as there are no travel and transportation allowances for acquired dependents since they were not dependents on the effective date of orders to the OS duty station. **6.11.2.11**

**OPR: 52 FSS/FSPD Spangdahlem AB,  
Germany**

**Email address: 52 FSS/FSMPD Career  
Development**  
<52FSS.FSMPD.CareerDevelopment@us.af.mil>

**DSN: (314) 452-7876**

**COMM: (49) 06565-61-7876**

**20 May 2020**

# Entitlements/Requirements:

## Travel/Household Goods (HHG) Entitlements

(1) Members who acquire dependents after the member's arrival on station are not entitled to government funded travel or household goods shipment.

## Time Remaining on Station Requirements

- (1) **Approval** of command sponsorship and change of OS tour status requires the Airman to serve the accompanied tour length
- (2) **Airmen** must serve the accompanied tour length for that location and have 12 months left on the tour after arrival of dependents or approval date of command-sponsorship **6.11.2.13**.
- (3) **Airmen** serving an unaccompanied extended long tour who request and receive command sponsorship must serve the accompanied tour plus 12 months. **6.11.2.2**.
- (4) **Members** serving an unaccompanied tour with an approved 12 month extension **will not** be required to extend their DEROS.
- (5) **Airmen** with an indefinite DEROS selected for a consecutive overseas tour **will not** depart before completing the full current tour, plus any previously approved DEROS extensions. **6.5.7.1.3.2**.
- (6) A change of tour election or command sponsorship **is not** required when dependents are vacationing or visiting OS in a tourist status. **6.11.3.1**

## DOS change requirements

Members who are required to extend their DEROS to satisfy accompanied tour requirements may also be required to extend their enlistment or reenlist to obtain retainability to match the new DEROS. When the DEROS extension is approved, the member will need to contact the **Reenlistment/Extensions Office** **immediately at <52fss.fsmprcareer@us.af.mil>**

**According to AFI 36-2110, 6.11.2.** Members must not be permitted to receive or use any of the entitlements associated with the travel of dependents (or command sponsorship) without the full prescribed retainability.

## Passports/Visa Requirement:

Please contact the Passport Office for information regarding Passports/Visa at 314-452-4448

## NOTE:

- \*\* Please type or NEATLY fill in all required information on the Command Sponsorship Memorandum.**
- \*\* PCS orders will not be amended. This memorandum is the proof of Command Sponsorship**
- \*\* Dependents are not entitled Household goods shipment/travel**
- \*\* Memorandum does not need to be accomplished for newborn babies (please refer to required documents for newborn)**
- \*\* Regardless of number of dependents, members will only complete: one CSP memorandum, one AF Form 1466, and one AF Form 965.**

## **REQUIRED DOCUMENTS FOR COMMAND SPONSORSHIP**

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1. **Member marries local national (citizen of country to which member is assigned):**
  - Completed Command Sponsorship memorandum
  - AF Form 1466, Medical Clearance (Schedule apt. with Special Needs, 452-8279)
  - AF Form 965, Tour Election statement (initial block 2/less than 20 weeks)
  - DD Form 1172 (DEERS Enrollment – see instructions below)
  - AF 899 (PCS orders) and any amendments (AF 973) assigning you to Germany
2. **Member marries an American citizen or citizen of other than assigned country:**
  - Completed Command Sponsorship memorandum
  - AF Form 1466, Medical Clearance (Schedule apt. with Special Needs, 452-8279)
  - AF Form 965, Tour Election statement (initial block 2/less than 20 weeks)
  - DD Form 1172 (DEERS Enrollment – see instructions below)
  - AF 899 (PCS orders) and any amendments (AF 973) assigning you to Germany
3. **Member has newborn child (The memorandum attached is not needed)**
  - Newborn Infant Letter from Special Needs (452-8279) or AF Form 1466, Medical Clearance
  - AF Form 965, Tour Election statement (initial block 2/less than 20 weeks)
  - DD Form 1172 (DEERS Enrollment – see instructions below)
  - AF 899 (PCS orders) and any amendments (AF 973) assigning you to Germany
  - AE Form 40-400B (Report of Child Born Abroad of American Parents) or Birth Certificate from local German Hospital
4. **Member acquires dependent after arrival at OS Duty Station (Marriage, adoption etc.)**
  - Completed Command Sponsorship memorandum
  - AF Form 4380 and AF Form 1466, Medical Clearance (Schedule apt. with Special Needs, 452-8279)
  - AF Form 965, Tour Election statement (initial block 2/less than 20 weeks)
  - DD Form 1172 (DEERS Enrollment – see instructions below)
  - AF 899 (PCS orders) and any amendments (AF 973) assigning you to Germany
  - Secondary Dependency Determination Letter (Required for family members other than spouse/child)
5. **Military spouse separates in the OCONUS, CONUS or location other than Spangdahlem:**
  - Completed Command Sponsorship memorandum (See Attachment 1)
  - AF Form 1466, Medical Clearance (Schedule apt. with Special Needs, 452-8279 and see Attachment 2)
  - AF Form 965, Tour Election statement (initial block 2/less than 20 weeks)
  - DD Form 1172 (DEERS Enrollment – see instructions below)
  - AF 899 (PCS orders) and any amendments (AF 973) assigning you to Germany
  - Spouse's DD Form 214 (has to be after the date of Separation)

**\*\*\*The DD Form 1172 can be obtained through the DMDC website. Log on, select "Replace ID" next to the dependent name, and certify the DD Form 1172.**

**[https://www.dmdc.osd.mil/self\\_service/rapids/unauthenticated?execution=elsl](https://www.dmdc.osd.mil/self_service/rapids/unauthenticated?execution=elsl)**

# Command Sponsorship

## FAMILY MEMBER RELOCATION CLEARANCE (FMRC)/EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

If you wish to apply for command sponsorship for your newly acquired dependent(s), here are the steps you should take to complete the medical clearance portion of the command sponsorship:

- ❖ Stop by MPF to pick up a command sponsorship packet. Your dependent(s) are required to be registered in DEERS prior to accomplishing medical clearance.
  - ❖ Pick up necessary forms from the TRICARE office, located in Bldg 550:
    - (Please see back page for explanation of forms)
1. **CHCS REGISTRATION FORM**
  2. **COMMAND SPONSORSHIP (MEDICAL) MFR**
  3. **DD FORM 2792, *Exceptional Family Member Medical Summary***
  4. **AF IMT 1466D, *Dental Health Summary***
  5. **DD FORM 2792-1, *Exceptional Family Member Educational Summary***
  6. **AF FORM 1466, *Request for Family Member's Medical and Educational Clearance for Travel***

Once all required paperwork has been completed and submitted to the EFMP-M office (TRICARE), the FMRC coordinator (FMRCC) will schedule the FMRC screening appointment with the Special Needs Coordinator (SNC) and Chief of Medical Staff (SGH). All required family members will be scheduled for the appointment. **This process may take 4-6 weeks to complete.**

**IAW AFI 40-701, *MEDICAL SUPPORT TO FAMILY MEMBER RELOCATION CLEARANCE (FMRC) AND EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)***, the medical portion of Command Sponsorship is governed under the Exceptional Family Member Program-Medical Component (EFMP-M). The mission of the EFMP-M is to identify medical and educational service requirements of family members in support of Regular AF (RegAF) sponsor reassignment overseas. The EFMP-M proactively identifies those family members who have special needs [and specialty care needs, outside of the PCM] in order to coordinate accompanied travel orders and family relocations IAW DoD Instruction (DoDI) 1315.19, *Authorizing Special Needs Family Members Travel Overseas at Government Expense*.

FMRC/EFMP office can be reached through TRICARE at DSN: 452-3524 or COMM: 06565-61-3524

**Org E-mail Box:** [EFMP.spangdahlem@us.af.mil](mailto:EFMP.spangdahlem@us.af.mil)

**Helpful Websites:** <https://www.afspecialneeds.org>  
<https://www.afspecialneeds.af.mil>  
<http://www.militaryonesource.com>

**Guidelines and Regulations for EFMP process:**

DoDI 1315.19, *Authorizing Special Needs Family Members Travel Overseas at Government Expense*

AFI 36-2110, *Assignments*

AFI 40-701, *Medical Support to Family Member Relocation Clearance and Exceptional Family Member Program (EFMP)*

AFPD 40-7, *Medical Support to Family Member Relocation Clearance and Exceptional Family Member Program (EFMP)*

AFI 41-210, *TRICARE Operations and Patient Administration Functions*

## FORMS EXPLAINED:

### ❖ CHCS REGISTRATION FORM

- In order to be seen at the MTF/MDG, newly acquired dependents will be required to provide medical documents and DEERS enrollment/identification cards, prior to being mini-registered in the CHCS/AHLTA system for an appointment.
- Medical records from the past 5 years and documentation from TRICARE network providers and/or medical providers receiving private insurance reimbursement must be made available prior to the screening appointment (if member has not been seen in a military MTF within the past 5 years).
  - Includes but not limited to: pharmacy dispenses, documentation from TRICARE network providers and/or privately insured medical providers, pharmacy records, CHCS specialty referrals (if applicable).
  - Members are required to request these documents from facilities seen prior to MTF, or complete a Release of Healthcare Information Form (DD Form 2870) to have them released to our office.
  - If unable to attain medical records from the past 5 years, a letter from a licensed medical provider (MD/DO/NP/PA) must be written detailing medical conditions, treatments, and specialists, for the past 5 years.
  - Please also note that medical records must be officially translated to English prior to the screening appointment.
- Once the medical records for the past 5 years are received, please come to the TRICARE office where we will mini-register the member(s) and set up medical appointment with a PCM/provider.

### ❖ DD Form 2792, Exceptional Family Member Medical Summary

- Required for each family member enrolled for a medical need, or who has a medical needs that does not require enrollment but requires review by the gaining location
- Dependent will complete/sign page 1 for medical release authorization; sponsor/dependent will complete page 2 (demographics)
- The DD Form 2792 including Addendum 1, 2, and 3 as appropriate, must be filled out and signed by PCM; once the PCM has completed their portion, dependent will sign page 3 stating that documentation is correct to their knowledge. Dependent members over 18 must sign for themselves
- The medical summary is to be completed by your family member's medical provider

### ❖ AF IMT 1466D, Dental Health Summary

*Required for every family member aged 2 years and older*

- A separate form is needed for each Family Member.
- This form is to be completed/signed by your family member's dentist.
- If on base appointment is desired, please call them directly to schedule DSN: 314-452-8193/COMM: 0656561-8193

### ❖ DD Form 2792-1, Exceptional Family Member Educational Summary

- Completed by qualified early intervention or school personnel for all children age birth to high school graduate (or General Equivalency Diploma). The current IFSP or IEP will be attached to the DD Form 2792-1.
- When a child is homeschooled and there are no special educational needs, the parent/legal guardian may complete the DD Form 2792-1.
- When a child is homeschooled and has an IEP because special educational services are received from the school district, the parent/legal guardian will have the Local Education Authority, school district, or the school the child would attend complete and sign the DD Form 2792-1.
- If your child has an individual family service plan (IFSP), or an individual education program (IEP) please attach a copy to the completed 2792-1.

### ❖ AF FORM 1466, Request for Family Member's Medical and Educational Clearance for Travel

*Only one 1466 is needed per family.*

- Spouses sign page 1 for self; Sponsors/spouses may sign for children under 18
  - N/A if spouse is AD
- Sponsors complete/sign both pages 2 and 3
- Powers of Attorney are not authorized for required signatures



DEPARTMENT OF THE AIR FORCE  
52D FIGHTER WING (USAFE)

DATE: \_\_\_\_\_

MEMORANDUM FOR \_\_\_\_\_/CC

FROM: (Grade/Name/SSN/Duty Phone) \_\_\_\_\_

SUBJECT: Application for Command Sponsorship

1. IAW AFI 36-2110, I request that I be authorized Command Sponsorship for the following dependent(s):

NAME                      RELATIONSHIP              SEX              DOB (CHILDREN ONLY)/ DATE OF MARRIAGE

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2. The reason for Command Sponsorship is (ex: marriage, birth):

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3. Date departed last duty station & date departed CONUS: \_\_\_\_\_

4. My dependent(s) currently reside at:

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5. My HHGs are located \_\_\_\_\_ and were shipped at personal/government expense. ( **please mark one**)

6. Place to which the gov't last paid for movement of dependents and/or HHGs if other than current location and why:

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7. I have/have not been notified of a pending PCS assignment. My report no later than date is \_\_\_\_\_.

8. \_\_\_\_\_ I understand that I must go to MPS Customer Service to enroll my dependent(s) in DEERS and update my DD Form 93 (vRED) prior to submitting this application. *MPS Customer Service must sign and date on reverse side of application.*

9. Statement of support/clearance is required to notify local medical/education officials of dependent(s) with special needs. It also ensures you receive counseling on the availability or lack of availability of facilities and will permit EFMP consideration in conjunction with your next assignment, if required.



DEPARTMENT OF THE AIR FORCE  
52D FIGHTER WING (USAFE)

10. I understand I am required to serve the accompanied-by-dependents tour length.

- a. My DEROS will be changed to \_\_\_\_\_.
- b. Based on my current DOS of \_\_\_\_\_, I understand I must obtain service retainability equal to or greater than my new DEROS within **15 days** of approval of Command Sponsorship. \_\_\_\_\_ (Initial)

**NOTE:** If you are serving an OTEIP or IPCOT, you may apply for command sponsorship; however, the additional time required for command sponsorship will be added to the end of your current DEROS. If you have an OTEIP or IPCOT approved, but have not entered the extension, the additional time required for command sponsorship will take precedence.

11. I certify that all of information provided is correct to the best of my knowledge. The dependent(s) listed above is/are my legal dependent(s).

\_\_\_\_\_  
Member's Signature Date

Required Documents for Command Sponsorship:

- 1. Application for Command Sponsorship
- 2. AF Form 899, PCS Orders (with all amendments)
- 3. AF Form 965, Tour Election Statement
- 4. AF Form 1466, Medical Clearance (not required for newborns born in local area)
- 5. DD Form 1172, DEERS Enrollment Form

1st Ind, \_\_\_\_\_/CC

TO: 52 FSS/FSP

Recommend **approval/disapproval** of members request for Command Sponsorship. (Commanders must approve Command Sponsorship if family members are medically cleared in accordance with AFI 36-2110)

\_\_\_\_\_  
Squadron CC Signature Date

## OVERSEAS TOUR ELECTION STATEMENT

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 8013, 44 U.S.C. 3101; Secretary of the Air Force: Powers and duties; delegation by Joint Federal Travel Regulation, Volume 1, Air Force Instruction 36-2110, Assignments, and Executive Order 9397 (SSN), as amended.

**PRINCIPAL PURPOSES:** To determine Airman's tour election upon selection for an overseas assignment where an "accompanied by dependents" tour is authorized. Establishes Airman's entitlement to relocation of dependents to either the overseas station or to a designated place in the CONUS.

**ROUTINE USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b) (3).

**DISCLOSURE:** Voluntary. The last four digits of SSN may be required for positive identification.

**NOTE TO MEMBER:** Read this form carefully and obtain a full understanding of its content before signing.

I, the undersigned, having been selected for permanent change of station reassignment overseas to Spangdahlem AB  
on assignment action number N/A do hereby elect to serve the type tour indicated by my initials below:

Initials	I elect the "ACCOMPANIED-BY-DEPENDENTS TOUR" ( <i>individual wishes to be accompanied or joined by dependents in the overseas area</i> ) and provisions of AFI 36-3020 and JFTR U5222c.3a apply. I understand that concurrent travel has been denied and anticipated delay for movement of my dependents will be <u>20 or more weeks</u> from my port reporting month. Shipment of household goods and movement of dependents at government expense to a designated place in CONUS, or to a place authorized by JFTR U5222c.3a is authorized with a subsequent move at government expense from the designated place to the overseas duty station ( <i>provided the dependents are command sponsored and at least 12 months remain on the overseas tour on the date the dependents are scheduled to arrive there</i> ).
Initials	I elect to serve the "ACCOMPANIED-BY-DEPENDENTS TOUR" ( <i>individual wishes to be accompanied or joined by dependents in the overseas area</i> ) and provisions of AFI 36-3020 and JFTR U5222.3b apply. I understand that I have either concurrent travel approved or that the anticipated delay for movement of my dependents will be <u>less than 20 weeks</u> from my port reporting month. Shipment of household goods and movement of dependents at government expense to a designated place other than my new PCS location is <u>not</u> authorized.
Initials	I elect to serve the "UNACCOMPANIED TOUR" ( <i>individual does not wish to be accompanied or joined by dependents in the overseas area</i> ). I understand that travel of my dependents and transportation of my household goods to the overseas area during my assignment to the station covered by my PCS orders is <u>NOT authorized at government expense</u> . Travel of dependents and shipment of household goods to a designated place is authorized IAW JFTR U5222c.4. <u>Dependents and household goods cannot be moved again at government expense until new PCS orders are issued or I serve an In-Place Consecutive Overseas Tour (IPCOT).</u>

**STATEMENT OF UNDERSTANDING:** I understand that if I elect the "UNACCOMPANIED TOUR" I may change my mind and elect the "ACCOMPANIED-BY-DEPENDENTS TOUR" any time before my departure from my current permanent duty station, provided no dependent travel or shipment of household goods has been made, IAW AFI 36-2110, Chapter 3. If either dependent travel or shipment of household goods has been made on the basis of my PCS orders (refer to AFI 36-2110, Chapter 3), I may request a change from the "UNACCOMPANIED TOUR" to the "ACCOMPANIED-BY-DEPENDENTS TOUR".

I have been counseled concerning the availability of family housing in the overseas area, my dependent travel options, shipment of household goods, and Family Separation Allowances (FSA II) before electing the type of tour I desire to serve (*see note*). I understand that if there is the slightest possibility I may elect my dependents to join me at my new overseas station at a later date, I must elect the "ACCOMPANIED-BY-DEPENDENTS TOUR" now, to establish and protect my transportation entitlements.

MEMBER (Full Name, Grade, and Last Four/SSN)(Print or Type)	SIGNATURE	DATE
COUNSELOR (Full Name and Grade)(Print or Type)	SIGNATURE	DATE

**NOTE:** When concurrent travel is not automatic, (to be recorded on this statement) the member is required to make a tour election before an advance application for concurrent travel has been sent and a reply has been received.