MEMORANDUM FOR UNIT/CC (ex: 52 FSS/CC)

 52 MSG/CC

FROM: (Rank, Last Name, First Name, SSAN, Organization/Off Sym, Duty Phone)

 (If member is not stationed on Spangdahlem, the FROM element will contain the complete

 mailing address of the originator)

SUBJECT: Request for Early Return of Command Sponsored Dependents – Rank First MI Last

1. Under the provisions of the JTR, para 050804 (cite specific JTR subparagraph), my request for early return of dependent(s) is hereby submitted. The following supporting information is provided:

 a. Justification: (Justification will be written “first person”. Explain circumstances IN DETAIL that prompted this request and the possible resolution this approval will have on the present situation. Elaborate on exactly what resources have been exhausted. Remember, this paragraph, in conjunction with the supporting documents, is the only evidence the approval authority will have to make an informed decision. Intimate details of the outcome of the resources used is unnecessary; however, providing a clear picture of the path that now necessitates an ERD will make it easier to approve the ERD package.)

 b. Date of arrival of sponsor overseas: Initial date of entry into European theater.

 c. Special order assigning sponsor and/or dependents to this station is/are attached. (Attach one copy of the special order, which authorized PCS movement of sponsor and dependent(s) to the overseas duty station. If dependents traveled to your station on a separate order, one copy of that order is also required. Also, if dependents were acquired after member’s arrival at current duty location, attach a copy of the approved command sponsorship application.)

 d. Date of separation:

 e. Current date eligible to return from overseas (DEROS):

 f. Name, relationship, sex, date of birth (children only), and passport numbers of dependents:

 g. Present address of dependents: (Physical address in the overseas area – include house number, street, city, and ZIP code, (**NOT PSC Address**)

 h. Address where dependents will reside: (Physical address of dependents after completion of travel—include house number, street, city, state, and ZIP code.)

 i. I do/do not desire a port call via military air for my dependents.

 j. Month/year of desired travel.

 k. I do/do not desire to ship household goods (and/or) unaccompanied baggage (NOTE 1).

2. I do/do not desire to ship POV. (NOTE: Shipment of POV on early return of dependent orders will exhaust the member’s entitlement to shipment of POV upon his/her PCS.) (NOTE 1)

3. I understand that my dependent(s) being relocated will have no bearing on my requirement to complete the prescribed accompanied by dependents tour.

4. I certify that I have not been notified of reassignment from my current overseas duty station.

5. I have read and understand the provisions of the JTR, para 050804. I have read AFI 36-2906, *Personal Financial Responsibility* and AFI 36-2908, *Dependent Care Responsibilities*, and have made appropriate arrangements to comply with Air Force policy.

*(Member’s signature)*

 FIRST MI. LAST, Rank, USAF

 Duty Title

# Attachment(s):

1. Special order (PCS) and Dependent Travel Order (or approved command sponsorship application) (as appropriate)

2. Supporting Documentation (NOTE 2)

3. Other pertinent documents (Divorce decree, separation agreement, etc)

4. Statement of Understanding

1st Ind, Unit/CC DATE

MEMORANDUM FOR 52 MSG/CC

Endorsement must include comment to verify remarks made by the member in support of the ERD request. Commanders’ endorsements which simply recommend approval with no other supporting remarks will be returned to be re-worked so the approval authority will have sufficient input to make an informed decision. Indorsement must say ERD is in the best interest of the Government.

 (*Commander’s Signature)*

FIRST MI. LAST, Rank, USAF

 Commander, UNIT

2d Ind to Member’s Unit/Office Symbol, Date Memo was signed by member, Subject as written in Subject

52 MSG/CC DATE

MEMORANDUM FOR 52 FSS/FSMPD

Request for early return of dependents is approved/disapproved. Request for shipment of HHG (if requested) is approved/disapproved. Request for shipment of POV (if requested) is approved/disapproved. **If Sq/CC is not an O-5 or above, 2d Indorsement must say ERD is in the best interest of the Government**.

 (*Commander’s Signature)*

 D. BETSY J. ROSS, Colonel, USAF

 Commander, 52d Mission Support Group