



U.S. ARMY GARRISON HAWAII

Installation Management Command | We are the Army's Home

Command Sponsorship Checklist

As of Feb. 1, 2023

MEDICAL PORTION:

- Initiate request on the Enterprise Exceptional Family Member Program (E-EFMP) Portal: <https://efmp.army.mil/EnterpriseEfmp/Home>



PERSONNEL PORTION (SUBMIT TO UNIT S1)

- DA Form 4187
- PCS Orders and all amendments to Hawaii
- DD Form 93 (Current)
- Soldier Talent Profile (dated within last 90 days)
- Marriage Certificate for proof of marriage.
- Birth certificate for spouse and all dependents.
- Court documents stating service member or spouse having physical custody of child(ren) (for divorced/non-married couple)
- DD Form 214 (if spouse is prior military, entitlements will become null and void once spouse becomes command sponsored).
- Proof of Bona Fide Resident for having less than 12 months remaining on island of DEROS (State of Hawaii Birth Certificate, N-11 Tax Form, or Voter Registration Certificate)
- Memo from service member that the dependents be transferred to the primary sponsor. (for dual military/transferred of command sponsorship)
- Defense Finance and Accounting Service (DFAS) memo for secondary dependency (parents, parents in law, ward of the court)
- Pre-Adoptive Placement Court Order or Final Adoption
- Foreign Born National (Valid VISA/Green Card/ U.S Passport, Certificate of Naturalization)

Please note:

- Child(ren), born on island are automatically command sponsored **if** Service Member has Command sponsored dependents listed on the PCS orders or has an approved Command Sponsored Memorandum. Child(ren) not born on island will need to be screened for the Exceptional Family Member Program, with a completed DA Form 5888.
- Dual military with child(ren) born on island must apply for command sponsorship if there are no previous command sponsored dependents on orders.
- Single service members who have a child born on island must apply for command sponsorship. If both parents are listed on the birth certificate, the single parent applying for command sponsorship must provide court documentation showing physical custody of the child.

For more information on requesting command sponsorship, visit the Family Travel webpage at <https://home.army.mil/hawaii/index.php/garrison/dhr/mpd/reassignments/family-travel>



HTTPS://HOME.ARMY.MIL/HAWAII