

*Your Guide to*  
**COMMAND**



**SPONSORSHIP**

## **Command Sponsorship**

Command Sponsorship entitles members to accompanied-by-dependents station allowances and authorizes the command-sponsored dependents access to base facilities. All personnel assigned to Spangdahlem or its supported geographically separated units may apply for and be approved for command sponsorship provided they meet **all** requirements listed in AFI 36-2110, Attachment 20. This package attempts to summarize these requirements but members should reference the AFI for unique cases or clarification of the guidance below.

Members must complete the attached application, obtain Commander's signature and complete the documents listed on the additional requirements list for their category of dependent. When submitting command sponsorship requests for more than one dependent, ensure all documents for each dependent's situation are completed. Regardless of number of dependents, members only need to complete one request letter, one AF Form 1466 (Request for Family Member's Medical and Education Clearance for Travel) and one AF Form 965 (Overseas Tour Election Statement). Members are required to submit a DD Form 2792, Addendum B, for each school-aged child and those enrolled in early intervention. Each family member with an exceptional medical need must have a completed DD Form 2792, Exceptional Family Member Medical and Educational Summary (Family Advocacy/EFMP can be contacted at 452-8279). All other medical clearance requirements will be accomplished by the sponsor's primary care manager. Command sponsorship will be effective the date the MPS Chief or delegated authority approves the package or the date dependents arrive in the local area, whichever is later.

### **Members with Command Sponsored Dependents**

Members who have dependents that were command sponsored on original orders to Germany and acquire a child through birth at Spangdahlem (birth abroad), do not need to complete a Command Sponsorship application. Command sponsorship of the new child is automatic. However, you will need to provide proof of the previously command sponsored dependents (PCS orders or previous package), DEERS enrollment verification (provided by MPS Customer Support) and proof of medical clearance (provided by birth registration office) to the MPS First Stop Office. A letter will then be given to use as proof of command sponsorship.

### **When to Use This Package**

Members must use this package to obtain command sponsorship for the following situations:

1. Unaccompanied member who acquires new dependents (usually through birth or marriage) after arrival on station
2. Member returned dependents under the early return of dependents program and plans to return these dependents to the overseas area
3. Member now plans to bring dependents to the overseas area, who were listed on the original order but did not plan to relocate at that time (either due to medical clearance or personal choice).

### **When Not to Use This Package**

1. This package should **not** be used for dependents acquired enroute. Instead, you should notify the Force Management office during in-processing. They will explain the required process/procedures to complete an amendment to the PCS orders, which will also authorize command sponsorship.
2. Members who relocated dependents to a designated location in conjunction with PCS should contact the Force Management office for additional application requirements prior to completing this package.

### **Travel & Transportation Entitlements**

Members who acquire dependents **after** the member's arrival on station are **not** entitled to government funded travel or household goods shipment. Members who request command sponsorship for dependents listed on the original PCS order are entitled to government-funded transportation. The MPS Force Management Section will issue dependent travel orders following completion of this package. Members who request re-command sponsorship are not entitled to travel in most cases, but are eligible to return dependents at government expense, if they have elected an accompanied in-place consecutive overseas tour and travel will fall within the time frame authorized for using this entitlement. Use of the dependent's entitlement is exhausted once the travel one-way to the overseas area is complete.

### **Remaining Time-on-Station Requirements**

Members who are eligible to move dependents to the overseas location at government expense must have at least 12 months remaining on their tour following the arrival of the dependents in the overseas area. Members requesting to re-command sponsor dependents must have at least 24 months remaining on their tour following the arrival of the dependents in the overseas area. Members in these categories who have less than the required number of months remaining on station who desire to obtain them must submit a DEROS extension request and receive approval **prior** to submitting command sponsorship package.

### **Date of Separation (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. Once the member's DEROS extension is updated, the command sponsorship will be approved. When the command sponsorship is approved, the member will be contacted to complete the reenlistment or extension paperwork. Approved packages will not be returned to the member until the MPS Career Development section confirms that the member has acquired the required retainability. Although there will be a delay in returning the package, the member will still be entitled to station allowances based on the date the MPS Chief approved the package (unless the dependents arrive in the local area after that date). **According to AFI 36-2110, para A20.1.1, 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.**

### **DEROS Change Requirements**

Members who arrived on an unaccompanied tour usually must serve an additional year for command sponsorship. In other words, they must serve the accompanied-equivalent length of the tour they originally elected (standard or extended long). Members who have already extended 12 or more months with no incentive (i.e., elected an extension with no OTEIP or IPCOT entitlement) will not be required to further extend their DEROS. Members who have an indefinite DEROS will not be required to establish a DEROS but will be required to serve the accompanied-length tour **prior** to becoming eligible for assignment.

### **Requirements for Approval**

If a member meets all requirements for approval, this request cannot be disapproved due to quality control problems of member or dependents or due to manning. If an intermediate commander does not support the request or associated change in tour election, a fully justified recommendation to disapprove must be forwarded to 52 FW/CC for review. If 52 FW/CC concurs, the disapproval recommendation and completed request will be forwarded through the MAJCOM and AFPC to the Secretary of the Air Force for final determination.

### **Passports**

Dependents traveling from the U.S. to Spangdahlem will need a “no-fee” government-issued passport. This passport can be applied for at the nearest MPS. Most MPS will not require proof of command sponsorship to process this application but the dependent will need a valid ID card. If the member is not present for minor children passport applications, the MPS may require a power of attorney authorizing the spouse or other guardian to complete the application. Dependents traveling from other countries may also require a passport. Contact the MPS passport agent (452-6813) for additional information.

### **SOFA Stamps**

Dependents should arrange with a US military passport office or agent to obtain a State Department-issued Status of Forces Agreement (SOFA) stamp in their no-fee passport before arriving in Germany. These personnel may enter Germany without the State Department-issued SOFA stamp in unique or emergency circumstances. For example, if a requested no-fee passport fails to arrive on time or is erroneously issued without a SOFA stamp, a family member (traveling on a US passport) can travel on the no-fee passport issued without a SOFA stamp or a tourist passport and obtain a SOFA identification certificate within 90 days after arrival in Germany. Non-US citizen family members of US Forces personnel must check with a US military passport office for requirements to obtain SOFA stamps prior to travel to Germany.

**We recommend the following steps for processing Command Sponsorship of CONUS-based dependents:**

1. Enroll dependents in DEERS (MPS Customer Support).
2. Make an initial appointment for retainability/reenlistment (if required).
3. Dependent initiates AF Form 1466 and DD Form 2792 (if applicable).
4. Dependent initiates “no-fee” passport request.
5. Upon receipt of completed AF Form 1466 and DD Form 2792 (if applicable), member submits completed command sponsorship package.
6. If DEROS extension is required, MPS sends a request to USAFE (or member’s MAJCOM) and HQ AFPC.
7. Upon approval of DEROS extension, member is contacted to complete retainability.
8. Upon completion of retainability, MPS Chief approves package.
9. Package returned to member.
10. CONUS MPS contacts dependent/member that passport has been received.
11. Member provides copy of command sponsorship package to dependent to apply for sofa stamp.
12. Dependent takes package to CONUS MPS, signs passport and applies for sofa stamp.
13. Dependent receives visa and travels to overseas area.
14. Member contacts MPS to update accompanied status.
15. Member takes package to Finance, Tricare and Housing to initiate entitlements.

**Members applying to command sponsor a separating spouse cannot apply until the spouse has officially separated. The command sponsorship can take effect as early as the day after the date of separation. We recommend completing all other required items and returning the command sponsorship package as soon as the spouse receives the DD Form 214. Due to Immigration and medical clearance requirements, spouses separating in the States may have to wait longer to obtain entitlements due to delays in the completion of request and arrival in-country.**

## Required Documents for Command Sponsorship

**Members changing from unaccompanied to accompanied tours must complete a new AF Form 965.**

- 1. Member marries local national (citizen of country to which member is assigned)**
  - A. Copy of DEERS enrollment verification letter (1172)
  - B. Copy of PCS order and any amendments assigning you to current location
  - C. AF Form 965, Tour Election Statement
  - D. Completed command sponsorship application
  - E. AF Form 1466, Medical Clearance (schedule appt with primary care manager)
  - F. **MUST** have a copy of vRED updated with new dependents.
  
- 2. Member marries American or citizen of other than assigned country currently in local area:**
  - A. Copy of DEERS enrollment verification letter (1172)
  - B. Copy of PCS order and any amendments assigning you to current location
  - C. AF Form 965, Tour Election Statement
  - D. Completed command sponsorship application
  - E. AF Form 1466, Medical Clearance (schedule appt with primary care manager)
  - F. **MUST** have a copy of vRED updated with new dependents.
  
- 3. Member has newborn child born in local area and does not have a command sponsorship approved already:**
  - A. Copy of DEERS enrollment verification letter (1172)
  - B. Copy of PCS order and any amendments assigning you to current location
  - C. AF Form 965, Tour Election Statement (will need only if member is unaccompanied)
  - D. Dependent Screening letter; schedule appt with primary care manager)
  - E. **MUST** have a copy of vRED updated with new dependents.
  
- 4. Member has newborn child born in CONUS:**
  - A. Copy of DEERS enrollment verification letter (1172)
  - B. Copy of PCS order and any amendments assigning you to current location
  - C. AF Form 965, Tour Election Statement
  - D. AF Form 1466, Medical Clearance
  - E. Completed command sponsorship application
  - F. **MUST** have a copy of vRED updated with new dependents.
  
- 5. Member acquires dependent (other than spouse) located in CONUS:**
  - A. Copy of DEERS enrollment verification letter (1172)
  - B. Copy of PCS order and any amendments assigning you to current location
  - C. AF Form 965, Tour Election Statement
  - D. AF Form 1466, Medical Clearance
  - E. DD Form 2792, Addendum B, Special Education/Early Intervention Summary for school-age children and those enrolled in early intervention
  - F. Completed command sponsorship application
  - G. **MUST** have a copy of vRED updated with new dependents.

- 6. Military spouse separates in the overseas area:**
  - A. Copy of DEERS enrollment verification letter (MPS Customer Support)
  - B. Copy of PCS order and any amendments assigning you to current location
  - C. AF Form 965, Tour Election Statement
  - D. Spouse's DD Form 214
  - E. Completed command sponsorship application
  - F. **MUST** have a copy of vRED updated with new dependents.
  
- 7. Military spouse separates in the CONUS or location other than Spangdahlem:**
  - A. Copy of DEERS enrollment verification letter (MPS Customer Support)
  - B. Copy of PCS order and any amendments assigning you to current location
  - C. AF Form 965, Tour Election Statement
  - D. Spouse's DD Form 214
  - E. AF Form 1466, Medical Clearance
  - F. Completed command sponsorship application
  - G. **MUST** have a copy of vRED updated with new dependents.
  
- 8. Military member now plans to bring dependents, who were listed on the original order but who at that time planned not to relocate (i.e. dependents were not/could not be medically cleared) to Spangdahlem.**
  - A. Copy of PCS order and any amendments assigning you to current location
  - B. AF Form 965, Tour Election Statement
  - C. Completed command sponsorship application (MPS Chief signature not required)
  - D. AF Form 1466, Medical Clearance
  - E. Current address where family members reside
  - F. Family member's passport numbers
  - G. **MUST** have a copy of vRED updated with new dependents.



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

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):

Table with 4 columns: NAME, RELATIONSHIP, SEX, DOB (CHILDREN ONLY)/ DATE OF MARRIAGE. Includes three blank rows for data entry.

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

3. My dependent(s) currently reside \_\_\_\_\_

4. My HHGs are located \_\_\_\_\_ and were shipped at personal/government expense.

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

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

7. I understand that I must go to MPS Customer Service to enroll my dependent(s) in DEERS and update my DD Form 93 (Emergency Data Card) prior to submitting this application. MPS Customer Service must sign and date on reverse side of application.

8. 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.

9. 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. \_\_\_\_\_ (Int)

Member's Current Data | FSMPD Use Only
DEROS/CHG RSN: \_\_\_\_\_ DAS: \_\_\_\_\_
TOUR LENGTH: \_\_\_\_\_ DOS: \_\_\_\_\_
REQUIRED DEROS: \_\_\_\_\_

**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.

10. 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

Attachment:

1. PCS Orders (with all amendments)
2. Marriage approval letter (Required for anyone marrying a non US citizen)
3. AF Form 965, Tour Election Statement
4. AF Form 1466, Medical Clearance, or medical clearance memo (Signed by Medical at Spangdahlem)
5. DEERS Enrollment Form, DD Form 1172
6. (vRED)Virtual Record of Emergency Data

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

TO: 52 FSS/FSMP

Recommend approval/disapproval of members request for Command Sponsorship. (Recommendation of disapproval requires additional specific justification attached for staffing by the MPS to appropriate levels)

**Note: Only the Secretary of the Air Force can deny/revoke command sponsorship. Members who meet eligibility requirements are not disapproved due to quality control problems of the member or dependents.**

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

2d Ind, 52 FSS/FSMP

Command Sponsorship is approved.

\_\_\_\_\_  
CARL M. CHANDLER, 2d Lt , USAF  
Chief, Military Personnel Section

DEERS/MILPDS Verification	FSMPD Use Only
Mbr's dependent(s) have been enrolled in DEERS, loaded in MilPDS and DD Form 93/vRed has been updated. DPMPS representative's initials: _____ Date: _____	

Accompanied Status Update	FSMPD Use Only
_____ Updated      _____ Not Applicable	Clerk's initials: _____      Date: _____
<b>Deros Update</b>	
_____ Updated      _____ Not Applicable	Clerk's initials: _____      Date: _____



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

MEMORANDUM FOR 52 MDOS

FROM: \_\_\_\_\_  
RANK / NAME / SSAN / UNIT / DUTY PHONE

SUBJECT: Dependent Screening for Command Sponsorship

1. I am requesting command sponsorship for the following dependents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. My dependents listed above do/do not have special medical needs. If yes, explain\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. My dependents listed above do/do not have special educational needs. If yes, explain\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

1<sup>st</sup> Ind, 52 MDOS

TO: Unit CC

1. We have/have not reviewed the medical records for dependent(s) listed above. We have determined the dependent(s) do/do not have any special medical/educational requirements. If special needs were identified member has received counseling on how dependent's needs may be met.

2. Spangdahlem MDG can / cannot support dependents medical requirements. Member's dependents are medically cleared for travel to Spangdahlem: Yes / No

\_\_\_\_\_  
Signature block MDOS official Date