

## **Getting Your New Spouse Command Sponsored – Procedures for Soldiers**

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**Note:** *This article applies to Soldiers. Department of the Army Civilians should contact their servicing CPAC with command sponsorship questions.*

You just got married and want to start living with your new spouse, but are you command sponsored? Command Sponsorship offers many benefits. With command sponsorship you can apply for housing and have travel benefits when you PCS. If you have married after your arrival in Japan, in order to apply for command sponsorship you must ensure that your dependents are enrolled in the DEERS system. You must also show proof of a residence for your new spouse. The tour length of the sponsor is also important. The sponsor must be serving at least a 36-month tour or change his or her tour to 36 months. The sponsor must also have at least 12 months remaining on his or her tour. If 12 months are not remaining on the tour, a request for a Foreign Service Tour Extension (FSTE) must be submitted through your unit S1/G1 before the command sponsorship can be approved.

You should gather and complete (where appropriate) the following documents to apply for command sponsorship:

- ✓ A copy of your marriage certificate translated into English
- ✓ Overseas Screening Packet (See MPD for complete packet):
  - DA Forms: 5888, 7246, 2792, and a Physical Exam Form
  - Children Require the Denver Screening Developmental Questionnaire
- ✓ DA Form 4187 (Personnel Actions Form)
- ✓ DD Form 1172 (Verification of DEERS enrollment)

Once the above paperwork is completed, it goes through your chain of command to your unit commander. Once signed by your commander, paperwork should be submitted to the MPD soldier actions section where it will be forwarded to the 10<sup>th</sup> SG Commander for signature. After the 10<sup>th</sup> SG Commander signs, it goes back to the Military Personnel Division for preparation of command sponsorship orders.

Once you received your command sponsorship orders, take your orders and your marriage certificate to the housing office. The housing office is located in building 217 on Kadena Air Base (hours: 0800 to 1530). You will have to attend a two-hour mass family housing brief. Call 634-0582 for an appointment to attend this briefing. The housing office will put you on the waiting list for quarters. Once your command sponsorship is approved, you can have your cost of living allowance adjusted to reflect the new dependent. A DA 4187 signed by your company commander adjusts the COLA.

If you have questions about command sponsorship, please go through your unit S-1 or the MPD. If you need legal assistance, please call the Torii Legal Assistance Office at 644-4332 for an appointment. July 2009.