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Effective 15 July 1984

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S/S by AR 600-8-11 ; 1 Oct 1990

PERSONNEL PROCESSING

REASSIGNMENT PROCESSING AND ARMY SPONSORSHIP
(AND ORIENTATION) PROGRAM

Summary. This is a change to AR 612-10, 1 August 1981. This change includes address changes for forwarding and processing the DA Form 4787 (Reassignment Processing) and DA Form 4787-1 (Request for Evaluation of Dependent Medical and Educational Problems) and it expands the procedure for completing these forms and accompanying, required documentation for gifted and/or talented dependents going to oversea locations. It establishes a procedure for requesting spouse employment consideration at the gaining assignment location. Also it corrects editorial and typographical deficiencies that previously existed.

Impact on the New Manning System. This regulation contains information that affects the New Manning System: It provides information concerning processing of personnel and assignment management data that may include regimental affiliation.

Suggested improvements. The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAPC-EPS-T), ALEX VA 22331.

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as follows:

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Remove pages

- 2-1 through 2-4
- 2-7 and 2-8
- 2-15 through 2-20
- 3-1 and 3-2

Insert pages

- 2-1 through 2-4 (2-4.1)
- 2-7 and 2-8
- 2-15 through 2-20.1
- 3-1 through 3-2.1

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ARMY REGULATION

No. 612-10

S/S by AR 600-8-11
1 Oct 1990

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 August 1981

PERSONNEL PROCESSING

REASSIGNMENT PROCESSING AND ARMY SPONSORSHIP
(AND ORIENTATION) PROGRAM

Effective 1 September 1981

This revision changes addresses for forwarding DA Form 4787 and DA Form 4787-1; requires forwarding the DA Form 4787 when attending US Army schools during PCS (for housing purposes only); prescribes notification procedures for gifted/talented dependents en route to USAREUR; requires notification of MILPERCEN by the gaining MACOM commander when dependent travel is disapproved due to the nonavailability of special medical or educational facilities; and lists new addresses for Allied Command Europe (ACE) units to be used in forwarding DA Forms 4787 and 4787-1. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, HQDA agencies and major Army commands will furnish one copy of each to HQDA (DAPC-MSF-R), Alexandria, VA 22332; other commands will furnish one copy of each to the next higher headquarters.

Interim changes are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

		Paragraph	Page
CHAPTER	1. GENERAL		
	Purpose	1-1	1-1
	Applicability	1-2	1-1
	Objectives	1-3	1-1
	Mobilization	1-4	1-1
	The Army Privacy Program	1-5	1-1
	Responsibilities	1-6	1-1
	References	1-7	
	2. PREPARING, PROCESSING, AND ROUTING DA FORM 4787 AND DA FORM 4787-1		
	Applicability	2-1	2-1
	Preparing and processing DA Form 4787, and related procedures	2-2	2-1
	Preparing DA Form 4787-1	2-3	2-2
	DA Form 4787-1 summary and documentation	2-4	2-2
	Routing DA Form 4787 and DA Form 4787-1	2-5	2-3
	Forms routing, PCS—no dependent travel	2-6	2-3
	Forms routing, PCS—to and between CONUS stations with dependent travel	2-7	2-3
	Forms routing, PCS—to and between oversea commands with dependent travel	2-8	2-3
	Forms routing, designated location to an oversea area (dependents)	2-9	2-3
	Forms routing, nonconcurrent travel of dependents	2-10	2-3
	Address listing	2-11	2-3
	3. SPONSORSHIP AND ORIENTATION PROGRAM		
Section	I. General		
	Objectives	3-1	3-1
	Explanation of terms	3-2	3-1
	Policy	3-3	3-1
	Applicability	3-4	3-1
	II. Responsibilities and Procedures		
	Major Army commanders	3-5	3-1
	Losing commanders	3-6	3-1
	Gaining commanders	3-7	3-2
	Army Community Service (ACS)	3-8	3-2
	Sponsors	3-9	3-2
	Incoming members	3-10	3-3
	Orientation and assistance	3-11	3-3
APPENDIX	REQUIRED REFERENCES		A-1

9/S by AR 612-11, 25 Jul 85 and
DA PAM 612-1, 30 Aug 85

This regulation supersedes AR 612-10, 1 July 1979, including all changes.

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CHAPTER 1

GENERAL

1-1. Purpose. This AR sets forth responsibilities and procedures for—

a. Reassignment processing.

(1) DA Form 4787 (Reassignment Processing).

(2) DA Form 4787-1 (Request for Evaluation of Dependent Medical and Educational Problems).

b. A mandatory sponsorship and orientation program.

c. Processing actions related to the above permanent change of station (PCS) activities.

1-2. Applicability. This AR applies to—

a. All Army service members *as directed in subsequent chapters* who receive HQDA assignment instructions.

b. Army National Guard (ARNG) and US Army Reserve (USAR) members when serving on—

(1) Active duty in an Active Guard/Reserve (AGR) status or on active duty for training (ADT) in excess of 179 days; or

(2) Federal active duty.

1-3. Objectives. *a.* To provide processing procedures and a form which consolidate the following PCS related actions:

(1) Furnishing personnel management data to gaining commanders.

(2) Providing Government family housing information when appropriate.

(3) Requesting dependent travel to and between oversea areas.

(4) Administering the sponsorship and orientation program.

b. To provide an audit trail for the above actions.

c. To eliminate parallel and redundant processing.

1-4. Mobilization. *a.* This procedure becomes inoperative on mobilization day (M-Day).

b. Upon declaration of a national emergency that is less than general mobilization, all or part of this procedure, as decided by HQDA, will remain in effect.

1-5. The Army Privacy Program. Commanders will set up controls to insure all personal information covered in this AR is safeguarded. See AR 340-16, AR 340-21 series, and AR 40-66.

1-6. Responsibilities. *a.* Commanders will insure that reassignment processing and Sponsorship and Orientation Program procedures are set up at each operating level to insure related actions are taken promptly (chaps. 2 and 3). Commanders will note that the appointment of sponsors to assist incoming members is the last action in this process. If interim actions are not completed quickly, the incoming member and the sponsor will not have enough time to correspond with each other.

b. HQDA assignment authorities will advise losing commanders of reassignment at least 120 days before effective date of movement. (*Less time creates a hardship on the member and may cause the process in this AR to fail.*)

c. Specific activity and individual responsibilities are in chapters 2 and 3.

1-7. References. See the list of required references in the appendix.

CHAPTER 2

PREPARING, PROCESSING AND ROUTING DA FORM 4787 AND DA FORM 4787-1

2-1. Initiation of DA Form 4787. *a.* Completed DA Form 4787 will be sent to gaining commanders for all service members listed below who have received assignment instructions:

(1) All members in pay grades E1 through E4 who desire to move dependents to, from, or between oversea areas at Government expense (see (3) below for advanced individual training (AIT) personnel).

(2) All members in pay grades E5 through O6.

(3) Members graduating from AIT who state that dependents have medical, dental, physical, emotional, or intellectual problems or conditions.

(4) Members receiving PCS orders to attend the US Army schools, colleges, or academies. (When completing DA Form 4787 for personnel according to this subparagraph, complete only items 1 through 6, 19, 30 through 33, and 35 through 37. Gaining Military Personnel Offices (MILPO) are to forward one copy of DA Form 4787 (and DA Form 4787-1, if appropriate) to the installation housing officer and distribute remaining copies as deemed appropriate.)

(5) Soldiers in pay grades E5 through O6 being reassigned to dependent-restricted areas (12-month tour) of the Eighth US Army (Korea) (EUSA) (only parts I, IV, and V of DA Form 4787 apply to these soldiers).

b. Do not prepare DA Form 4787 and DA Form 4787-1 for the members listed below who have received assignment instructions:

(1) Members in pay grades E1 through E4, except as covered in paragraph *a*(1) above.

(2) Members being assigned for AIT.

(3) Members graduating from AIT, except as covered in paragraph *a*(3) above.

(4) Members being assigned as students to US Army schools, colleges, or academies, except as covered in paragraph *a*(4) above.

(5) Members being assigned as students to civilian educational institutions or military schools sponsored by other Services.

(6) Members being assigned as students to

military schools sponsored by other nations, unless dependent travel is being requested.

(7) Enlisted accessions, including members enlisting after a break in service.

(8) ARNG or USAR members unless they are serving on AGR or ADT in excess of 179 days or on Federal active duty.

(9) Members reassigned to separation transfer activities for separation processing.

(10) Members assigned to the Officer Active Duty Obligator Control Group.

(11) Officer accessions.

2-2. Preparing and processing DA Form 4787 and DA Form 4787-1 and related procedures.

a. The losing MILPO's will complete parts I through V of DA Form 4787 with data provided by the service member. (See table 2-1.) They will—

(1) Process DA Form 4787 and DA Form 4787-1 and forward them to the gaining commanders (see table 2-8 for address listing) as soon as possible, but not later than—

★*(a)* Thirty calendar days from the CAP III cycle date or date-time group of Requests for Orders (RFO) when DA Form 4787-1 is not required.

★*(b)* Forty calendar days from the CAP III cycle date for date-time group of RFO when DA Form 4787-1 is required.

(2) Counsel all service members (including AIT personnel) with dependents who are being assigned to or between oversea areas—

(a) On the possible hardships that can occur if dependents with physical, medical, dental, emotional, or education-related problems or conditions are relocated to an oversea area where the specialized staff or facilities are not available to provide the required treatment, care, training, or therapy.

(b) That short-term dependent medical and dental conditions should be corrected before arrival in the gaining oversea area.

★(3) Require each enlisted member (including members graduating from AIT) who desire

to relocate dependents to the gaining overseas command at Government expense to complete a DA Form 5116-R (Oversea Movement of Family Members Dependents Checklist).

★(a) If a dependent medical, physical, dental, emotional, social, or education-related problem or condition is indicated on the above checklist, the member must complete a DA Form 4787-1 and forward it along with the DA Form 4787.

(b) If a soldier who is being reassigned overseas has a gifted and/or talented dependent, the member must check item 31, DA Form 4787, and briefly explain the nature of the gift and/or talent in item 42, DA Form 4787. A gifted and/or talented dependent is defined as one between the ages of 5 and 18 identified by professionally qualified persons who, by virtue of outstanding abilities, is capable of high performance in any of the following areas, singly or in combination: general intellectual ability, specific academic aptitude, creative or productive thinking, leadership ability, visual and performing arts, and psychomotor ability.

(c) If members graduating from AIT indicate on the Oversea Movement of Dependents Checklist that no problem exists, process dependent travel requests under existing message request procedures. See AR 55-46, paragraph 3-6b(4).

(4) Advise members for whom DA Forms 4787 and 4787-1 are to be completed to write their sponsors in the gaining organizations.

(5) Allow the members to include requests for information from the gaining commander in item 42, DA Form 4787. Chapter 3 gives further instructions about the Sponsorship and Orientation Program.

b. The gaining commander responsible for determining the ultimate assignment will complete part VI of DA Form 4787.

c. The gaining housing officer will complete the reverse of the housing office copy of the completed DA Form 4787. See AR 210-50.

2-3. Preparing DA Form 4787-1. The losing MILPO will—

a. Complete DA Form 4787-1 in accordance with table 2-2 and send it to the gaining commander as an inclosure to DA Form 4787 for

members who have received assignment instructions and who—

(1) Are being assigned overseas and have checked the "DO" block in item 31, DA Form 4787.

(2) Request special housing considerations because of their dependent's medical or physical condition.

(3) Are being reassigned to, from, or between overseas areas and a dependent is pregnant.

★(4) Are being reassigned to an isolated area overseas as defined in AR 40-501, paragraph 7-13.

b. Complete the DA Form 4787-1 according to table 2-2 when soldiers are reassigned to US Army, Europe and 7th Army units and their accompanying dependents are acknowledged as gifted and/or talented.

2-4. DA Form 4787-1 summary and documentation.

a. The losing MILPO will insure that a summary statement of the current status of the problem or condition accompanies the DA Form 4787-1 to the gaining organization. This summary must be signed by a responsible official (e.g., a physician, dentist, school official, psychologist, social worker, therapist, or psychiatrist). To be considered current, the summary must be dated within the 6-month period prior to receipt of assignment notification, or it must be certified as current by the official responsible for providing the care, treatment, training; or therapy.

(1) Summaries documenting medical, physical, or dental conditions must indicate or describe—

(a) The existing condition.

(b) The degree of severity.

(c) Therapy or treatment required

(d) The medication required.

(e) The age of the dependent.

(2) Summaries documenting special education or training requirements must include—

(a) Name, address, type of specialized education or training, and telephone number of the school or activity providing the specialized training or education.

(b) A statement from medical or educational sources describing the handicapping condition.

- (c) A description of the type of program.
- (d) A description of the service the dependent is presently receiving.
- (e) A list of special materials or facilities required.
- (f) A statement of special adaptations in teaching methods required, if any.
- (g) Recommendations for a special program plan from the agency presently providing service to the dependent.

(3) Summaries documenting professional counseling must contain—

- (a) A description of the problem.
 - (b) The progress being made.
 - (c) The probable duration.
- b. If the problem or condition is documented in the dependent's medical or dental records and the dependent is serviced by the local medical and/or dental facility, the member will not be required to submit supporting documents. The local medical or dental authority will provide the documents required in a(1), (2), and (3) above.*

c. Service members must obtain supporting documents when dependents are receiving care, treatment, training, or therapy from sources other than through the local medical or dental authority. Members must provide summaries to the MILPO within 15 days after receiving assignment notification. Commanders are reminded that the member's ability to obtain documents depends on the civilian source's willingness to respond. Therefore, if summaries are not received for evaluation by the local officials in time to meet the 40-day suspense set in paragraph 2-2a(1)(b), forward the DA Form 4787 without the DA Form 4787-1. Enter the following remark in item 42, DA Form 4787: "Reference item 31: Supporting documents will be sent later."

★d. Service members being reassigned overseas whose dependents are gifted and/or talented according to paragraph 2-2a(3) above will submit supporting documentation from school authorities. Three or more of the below types of documents will be forwarded with the DA Form 4787-1. Include with DA Form 4787-1 evidence of a multidisciplinary team decision by the student's school authorities that the dependent is gifted and/or talented. Documentation will verify that the dependents are currently enrolled or

capable of high performance in a gifted and/or talented program on the basis of—

- (1) Achievement test scores.
- (2) Intelligence test results.
- (3) Evidence of creativity.
- (4) Nominations, observations, and recommendations of teachers and other school personnel.
- (5) Documentation from experts in a given field (e.g., art, music, or drama).

2-5. Routing DA Form 4787 and DA Form 4787-1. *a. The MILPO will forward the DA Form 4787-1 to—*

(1) The local medical or dental facility for evaluation when—

(a) Medical, dental, physical, mental, emotional, or social conditions or problems are indicated.

(b) Learning problems associated with continued medical treatment, physical therapy, or professional counseling are indicated.

(2) The gaining commander when 1(a) and (b) above do not apply.

b. Tables 2-3 through 2-7 show the normal routing of the DA Form 4787 and DA Form 4787-1. Since local needs differ, both the losing and gaining commanders at each level must set routing, processing, and control procedures to quickly complete actions required by this regulation.

c. The losing MILPO will complete part III, DA Form 4787, and forward it to the gaining command even though category 1 concurrent travel is authorized for the member's new area of assignment. However, the gaining oversea commander is not required to reply unless the DA Form 4787 shows that a dependent requires special care, treatment, counseling, training, education, or therapy.

d. Supporting summaries to DA Form 4787-1 will not be forwarded to activities that do not require them to process an application. Do not forward summaries to housing officers. Item a, section 1, part 2, DA Form 4787-1, will provide enough data to assign family housing.

2-6. Forms routing, PCS—no dependent travel. See table 2-3.

2-7. Forms routing, PCS—to and between continental United States (CONUS) stations with dependent travel. See table 2-4.

2-8. Forms routing, PCS—to and between overseas commands with dependent travel. See table 2-5.

2-9. Forms routing, designated location to an overseas area (dependents). See table 2-6.

2-10. Forms routing, nonconcurrent travel of dependents. See table 2-7.

2-11. Address listing. See table 2-8.

**Table 2-1. Preparation of DA Form 4787
APPLICABILITY**

Item	Enter										Remarks
		Officer	Enlisted	PCS—To or between CONUS stations	PCS—To overseas areas	PCS—Between overseas areas	PCS—Within overseas areas	Request for nonconcurrent travel	Request for designated location (overseas)	Request for concurrent travel	
1	Gaining command. (If submitted as a nonconcurrent travel application, enter organization responsible for approving request.)	X	X	X	X	X	X	X	X	X	Source: Table 2-8 this AR.
2	Organization or activity completing form. (If submitted as a nonconcurrent travel application, enter current organization.)	X	X	X	X	X	X	X	X	X	
3	Last, first, and middle initial of soldier.	X	X	X	X	X	X	X	X	X	Source: Item 1, DA Form 2
4	Social security number	X	X	X	X	X	X	X	X	X	Source: Item 2, DA Form 2
5	Pay grade	X	X	X	X	X	X	X	X	X	Source: Item 9, DA Form 2
6	Date of rank	X	X	X	X	X	X	X	X	X	Source: Item 10, DA Form 2
7	Branch of Service	X	—	X	X	X	X	—	X	X	Source: Item 11, DA Form 2
8	Expiration of service agreement (officer) or expiration of term of service (enlisted)	X	X	X	X	X	X	X	X	X	Source: Item 14, DA Form 2
9	Officer Personnel Management System (OPMS) specialties (both, separated by a hyphen, when the officer has two) (for MILPERCEN-managed officers); primary specialty skill identifier (PSSI) (for AMEDD, JAGC, Chaplain Branch officers), Primary MOS (warrant officers and enlisted personnel). Include any additional skill, special qualification, language, or bonus (enlistment or selective or variable reenlistment) indicators.	X	X	X	X	X	X	—	X	X	Source: Items 16, 21 and 23 DA Form 2, and item 10b, DD Form 4. For enlisted personnel indicate after PMOS the MOS for which the individual was requisitioned in the CAP III cycle.

10	Secondary MOS (enlisted and warrant officers) alternate specialty skill identifier (for AMEDD, JAGC, and Chaplain Branch officers); and special qualification identifier, additional skill identifier, and language identifier code (LIC).	X	X	X	X	X	X	—	X	X	Source: Items 18 and 23, DA Form 2
11	Security investigation status code and date investigation was completed.	X	X	X	X	X	X	—	X	X	Source: Item 33, DA Form 2, DA Form 873, DD Form 1584, and DD Form 1879.
12	Pay entry basic date	—	X	X	X	X	X	—	X	X	Source: Item 46, DA Form 2
13	Date of birth	X	X	X	X	X	X	—	X	X	Source: Item 52, DA Form 2
14	Sex	X	X	X	X	X	X	—	X	X	Source: Item 54, DA Form 2
15	Promotion sequence number or promotion score, MOS (enlisted) in which selected, and date selected	X	X	X	X	X	X	—	X	X	Source: HQDA Selection Letter (E7 and above); promotion packet in individual's MPRJ (E5/E6)
16	Highest military schooling and date completed	X	X	X	X	X	X	—	X	X	Source: Item 42, DA Form 2 and item 17, DA Form 2-1. If no entry appears in item 42, DA Form 2, enter the latest military course which is related to current PMOS/SSI appearing in item 17, DA Form 2.
17	Highest civilian schooling completed, number of years (equivalent), and major, e.g., BS, 16 yrs, Business Management.	X	X	X	X	X	X	—	X	X	Source: Item 42, DA Form 2 and item 17 DA Form 2-1.
18	Physical profile serial code	X	X	X	X	X	X	—	X	X	Source: Item 30, DA Form 2
18a	Physical profile category code	—	X	X	X	X	X	—	X	X	Source: Item 31, DA Form 2. DETAIL ANY ASSIGNMENT RESTRICTIONS IN REMARKS ITEM 42.
19	Complete losing unit designation, address and phone number (commercial and AUTOVON)	X	X	X	X	X	X	X	X	X	
20	Assignment history (enlisted only)	—	X	X	X	X	X	—	X	X	Source: Item 35, DA Form 2-1
21	Complete gaining unit designation and address (Include APO and country, if applicable)	X	X	X	X	X	X	—	X	X	Source: Assignment Instructions (Request for orders/Centralized Assignment Procedures III (RFO/CAP III)) and Active Army Locator File (AALOC)
22	HQDA assignment authority, e.g., CAP III cycle (enlisted) or RFO (officer)	X	X	X	X	X	X	—	X	X	Source: RFO or CAP III losing command roster.
23	EPMD control requisition (enlisted) OPMD allocation number (officer)	X	X	X	X	X	X	—	X	X	Source: RFO or CAP II losing command roster.

*Does not apply for members who previously received approved deferred travel.

Table 2-1. Preparation of DA Form 4787—Continued.

Item	Enter	APPLICABILITY									Remarks
		Officer	Enlisted	PCS—To or between CONUS stations	PCS—To overseas areas	PCS—Between overseas areas	PCS—Within overseas areas	Request for nonconcurrent travel*	Request for designated location (overseas)	Request for concurrent travel	
24	Availability date if overseas travel is required and PCS orders will not contain a reporting date; otherwise, enter the reporting date.	X	X	X	X	X	X	—	X	X	Source: RFO, CAP III losing command roster, or para 3-7b, AR 310-10. Availability date is the earliest date on which a member can be available at the APOE for overseas travel. Determine this date during the initial assignment interview with the member. Do not use the last 7 days of the month as the availability date.
25	The anticipated date member will depart losing organization.	X	X	X	X	X	X	—	X	X	Source: Set this date by considering the reporting date/availability date, desired leave, TDY periods, and authorized travel time. Determine this date during the initial assignment interview with the member.
26a	The MOS, SSI, SQI, or LIC member will be awarded after completion of school/training.	X	X	X	X	X	X	—	X	X	Source: RFO or CAP III losing command roster and DA Pam 351-4.
26b	Title of course, type training, or purpose of TDY, and location.	X	X	X	X	X	X	—	X	X	Source: RFO or CAP III losing command roster and DA Pam 351-4.
26c	Graduation date or termination date of TDY	X	X	X	X	X	X	—	X	X	Source: Assignment instructions
27	If checked, complete items a through e.	X	X	X	X	X	X	—	X	X	Source: The service member. If joint domicile application has been approved, enter in item 41 spouse's gaining unit and, if known, the EPMD control requisition line number of OPMD allocation number.
28	Assignment preference in gaining command.	X	X	X	X	X	X	—	X	X	Source: The service member.

29	Oversea destination	X	X	—	X	X	—	X	—	X	Source: The service member. Member/dependent should be made aware of the passport, visa (see AR 600-290), and car insurance requirements of each country to be traveled. Member/dependent must have authority from the proper oversea commander before travel begins.
30	Check proper block	X	X	X	—	—	—	—	—	—	Source: The service member.
31	Check proper block	X	X	—	X	X	X	X	—	X	Source: The service member and dependent's medical/dental records. If the DO block is checked the member must complete a DA Form 4787-1. See para 2-2b and c for further instructions.
32	Check proper block	X	X	X	X	X	X	X	—	X	Source: The service member and dependent's medical records. If this block is checked, the member must complete a DA Form 4787-1.
33	Check proper block.	X	X	—	X	X	—	—	—	X	Source: The service member.
34	Check block and enter city and country where designated location is desired.	X	X	—	X	X	—	—	X	—	Source: The service member. See item 1c, table 2-6.
35	The number of days member was involuntarily separated from dependents in the last 12 months due to deployment overseas or assignment to a dependent restricted area.	X	X	—	X	X	—	—	—	X	Source: Items 5 and 35, DA Form 2-1. Use the reporting date or availability date as a base when determining the 12-month period.
36	Check proper block	X	X	—	X	—	—	—	—	X	Source: Items 5 and 35, DA Form 2-1. See para 10-13f(2) through (4), AR 210-50.
37	Dependent information	X	X	X	X	X	X	X	X	X	Source: The service member. The birth date of spouse is not required. Citizenship indication is not required when assignment is to or between locations within the United States.
38	Name and address of relative living on the economy in the gaining oversea area where dependents may reside pending receipt of housing at or near duty station.	X	X	—	X	X	—	—	—	X	Source: The service member. See para 2-4e, AR 55-46.
39	Address at which or through which service member and/or dependents may be contacted after departure from current duty station. Include a telephone number, if available.	X	X	X	X	X	X	X	—	X	Source: The service member.
40	Address where dependents are currently located.	X	X	—	X	X	X	X	X	X	Source: The service member.
41	Address from which travel of dependents to the gaining oversea area at Government expense is authorized.	X	X	—	X	X	X	X	X	X	Source: The service member. Also complete this item if member is returning from overseas and dependents are at a location other than member's current duty station.

*Does not apply for members who previously received approved deferred travel.

Table 2-1. Preparation of DA Form 4787—Continued
APPLICABILITY

Item	Enter	Officer	Enlisted	PCS—To or between CONUS stations	PCS—To overseas areas	PCS—Between overseas areas	PCS—Within overseas areas	Request for nonconcurrent travel *	Request for designated location (overseas)	Request for concurrent travel	Remarks
★42	Space for continuation and space for service member to request information regarding the gaining duty station.	X	X	X	X	X	X	—	X	X	★Source: The service member. ALSO SEE ITEM 18a. If you desire spouse employment consideration at your new assignment location provide one of the statements in NOTE below.
43	Member's signature and date signed.	X	X	X	X	X	X	X	X	X	Enlisted personnel only.
44	Check proper block, sign, and date.	X	X	X	X	X	X	X	X	X	If the EXCEPTION or IS ANTICIPATED block is checked, explain in item 42.
45	Self-explanatory	X	X	X	X	X	X	—	X	X	See chapter 3.

★Does not apply for members who previously received approved deferred travel.

NOTE.

One of the following statements must be provided if requesting consideration for employment of spouse:

"My spouse is a Federal employee desiring work in the Federal and/or private sector as a (insert job title, series, and grade)."

"My spouse is employed in other than the Federal sector and desires employment as a (insert job title) in the Federal and/or private sector."

"My spouse is not presently employed but desires work as a (insert job title) in the Federal and/or private sector."

Assistance in providing this information may be obtained from the nearest Civilian Personnel Office.

Table 2-2. Preparation of DA Form 4787-1

Item	Enter	APPLICABILITY								Remarks	
		Officer	Enlisted	PCS—To or between CONUS stations	PCS—To overseas areas	PCS—Between overseas areas	PCS—Within overseas areas	Request for nonconcurrent travel*	Request for designated location (overseas)		Request for concurrent travel
1	Gaining command	X	X	X	X	X	X	X	—	X	See table 2-8 of this AR.
2	Grade, name of service member, SSN, and current unit of assignment.	X	X	X	X	X	X	X	—	X	Source: Items 1, 2, 9, and 79, DA Form 2.
3	Check proper block.	X	X	X	X	X	X	X	—	X	Source: The service member.
4	Reporting date to gaining organization or the specified arrival month.	X	X	X	X	X	X	X	—	X	Source: RFO or CAP III Losing command roster.
5a	Check if member is in the Handicapped Dependent Program (AR 614-203).	X	X	—	X	X	X	X	—	X	Source: <i>Actions pending</i> section MPRJ.
5b	Check if member is being assigned to an area as defined in para 7-9, AR 40-501.	X	X	—	X	X	X	X	—	X	Source: RFO or CAP III losing command roster.
5c	Check if a dependent is pregnant and enter the expected delivery date.	X	X	—	X	X	X	X	—	X	Source: The service member and dependent's medical records.
5d	Check proper block.	X	X	X	X	X	X	X	—	X	Source: The service member and dependent's medical records. Check this item for to and between CONUS stations only when a request for special housing considerations is being submitted due to dependent's condition.
6	Dependent data.	X	X	X	X	X	X	X	—	X	Source: The service member.
7	Check when member is submitting supporting documents.	X	X	X	X	X	X	X	—	X	Source: The service member.
8	Check when the local MEDDAC/DENTAC has dependent's medical/dental records.	X	X	X	X	X	X	X	—	X	Source: The service member.

*Does not apply for members who previously received approved deferred travel.

Table 2-2. Preparation of DA Form 4787-1—Continued.

Item	Enter	APPLICABILITY									Remarks
		Officer	Enlisted	PCS—To or between CONUS stations	PCS—To overseas areas	PCS—Between overseas areas	PCS—Within overseas areas	Request for nonconcurrent travel*	Request for designated location (overseas)	Request for concurrent travel	
9	Check and enter name of dependent authorizing disclosure.	X	X	X	X	X	X	X	—	X	Source: The service member. A release statement may be required when the local MEDDAC is requested to provide information concerning an adult dependent. The definition of an adult and disclosure restrictions vary from State to State. Check with the local MEDDAC to determine local requirements.
10	The address of the local activity that is responsible for processing the DA Form.	X	X	X	X	X	X	X	—	X	
SECTION I											
a.	Check proper block.	X	X	X	X	X	X	X	—	X	Complete if member checked item 3b.
b.	Check proper block.	X	X	—	X	X	X	X	—	X	If travel is not recommended, briefly state why and estimate when dependent can travel.
c.	Check proper block.	X	X	—	X	X	X	X	—	X	
SECTION II											
	Check proper block and authentication.	X	X	—	X	X	X	X	—	X	
SECTION III											
	Check proper block and authentication.	X	X	—	X	X	X	X	—	X	

*Does not apply for members who previously received approved deferred travel.

Table 2-3. PCS—No Dependent Travel

<i>Agency</i>	<i>Action</i>
1. Losing MILPO	<ul style="list-style-type: none"> a. Prepare DA Form 4787. b. Place MILPO copy in individual departure clearance file. c. Forward original and remaining copies of form to gaining MACOM, activity, organization, or installation. (See table 2-8.)
2. Gaining MACOM (if in processing chain)	<ul style="list-style-type: none"> a. Verify ultimate assignment. b. Forward original and remaining copies of form to the proper commander.
3. Gaining installation, organization, activity, or unit	<ul style="list-style-type: none"> a. Verify or determine unit of assignment. b. Complete Part VI, DA Form 4787. c. Forward original of form to BNPAC, unit, activity, or organization. d. Forward a copy of form to servicing MILPO.
4. Gaining MILPO	<ul style="list-style-type: none"> a. Perform functions outlined in 3 above if so delegated. b. Maintain arrival suspense.
5. Gaining BNPAC, unit, activity, or organization	<ul style="list-style-type: none"> a. Appoint sponsor. b. Brief sponsor. (See chap. 3.) c. Forward welcoming letter. d. Maintain arrival suspense.

Table 2-4. PCS—To and Between CONUS Stations With Dependent Travel

<i>Agency</i>	<i>Action</i>
1. Losing MILPO	<ul style="list-style-type: none"> a. Prepare DA Form 4787. b. As required, prepare DA Form 4787-1. c. As required, forward DA Form 4787-1 to the servicing MEDDAC/DENTAC. d. Upon return of DA Form 4787-1: <ul style="list-style-type: none"> (1) Place MILPO copy of DA Form 4787, DA Form 4787-1, and related summaries in individual departure clearance file. (2) Forward original and remaining copies of DA Form 4787 with inclosures to the gaining activity, organization, or installation.
2. MEDDAC/DENTAC	<ul style="list-style-type: none"> a. If available, review dependent's medical/dental records. b. Perform evaluation or examination, as required. c. Evaluate and/or provide supporting documents. d. Complete part II, section I of DA Form 4787-1 and return it to the servicing MILPO. (See item 10, DA Form 4787-1.)

Table 2-4. PCA—To and Between CONUS Stations With Dependent Travel—Continued

<i>Agency</i>	<i>Action</i>
3. Gaining activity, organization, or installation	<ul style="list-style-type: none"> a. Verify or determine unit of assignment. b. Complete part VI of DA Form 4787. c. Maintain arrival suspense. d. Forward original copy of DA Form 4787 to gaining BNPAC, unit, or activity. e. Forward the housing office copy of DA Form 4787 and DA Form 4787-1 to the housing officer. <i>Do not forward supporting summaries.</i> Item a, section 1, DA Form 4787-1 will show required information. f. Forward a copy of DA Form 4787 to MILPO.
4. Gaining MILPO	<ul style="list-style-type: none"> a. Perform functions outlined in 3 above if so delegated. b. Maintain arrival suspense.
5. Gaining BNPAC, unit, activity, or organization	<ul style="list-style-type: none"> a. Appoint sponsor. b. Brief sponsor. (See chap. 3.) c. Forward welcoming letter. d. Maintain arrival suspense.
6. Housing officer	See AR 210-50.

Table 2-5. PCS—To and Between Oversea Commands With Dependent Travel

<i>Agency</i>	<i>Action</i>
1. Losing MILPO	<ul style="list-style-type: none"> a. Prepare DA Form 4787. b. As required, prepare DA Form 4787-1. c. As required, forward DA Form 4787-1 to the servicing MEDDAC/DENTAC. d. Upon return of DA Form 4787-1— <ul style="list-style-type: none"> (1) Place MILPO copy of DA Form 4787-1 and related summaries in individual departure clearance file. A copy of DA Form 4787 will either be maintained in the Central Port Call Office or activity processing dependent travel, or losing MILPO as determined by the installation commander. (2) Forward original and remaining copies of DA Form 4787 with inclosures to the gaining activity, organization, installation, or MACOM. (See table 2-8.)
2. MEDDAC/DENTAC	<ul style="list-style-type: none"> a. If available, review dependent's medical/dental records. b. Perform evaluation or examination, as required. c. Evaluate and/or provide supporting documents. d. Complete part II, section I of DA Form 4787-1 and return it to the servicing MILPO. (See item 10, DA Form 4787-1.)

Table 2-5. PCS—To and Between Overseas Commands With Dependent Travel—Continued

<i>Agency</i>	<i>Action</i>
3. Gaining MACOM (if in processing chain) or 1st PERSCOM for members assigned to Germany	<ul style="list-style-type: none"> a. Verify ultimate assignment. b. Forward the housing office copy and one additional copy of DA Form 4787 and remaining copies of DA Form 4787-1 with supporting documents to the dependent-travel approving authority. c. Forward original and remaining copies of DA Form 4787 <i>without inclosures</i> to the proper subordinate commander.
4. Dependent travel approving authority	<ul style="list-style-type: none"> a. Refer DA Forms 4787-1 which indicate dependent medical, dental, emotional, or handicapped conditions or problems to the command surgeon. b. Refer DA Forms 4787-1 which indicate special education or training is required to the command education officer. c. Determine the availability of housing in the member's assigned area. d. Upon return of DA Form 4787-1— <ul style="list-style-type: none"> (1) Approve or disapprove dependent travel based on the availability of housing or medical or educational services. (2) Notify the MACOM, gaining commander, and losing commander regarding the dependent travel decision. If dependent travel is disapproved because special medical or educational facilities needed by the soldier's dependents are not available, notify the appropriate career branch, MILPERCEN, listed in table 1-1, AR 614-200, by electrical message. (3) Forward housing office a copy of DA Form 4787 and, if special housing consideration is requested, forward one copy of DA Form 4787-1 to the housing officer. <i>Do not forward supporting summaries.</i>
5. Gaining command surgeon	<ul style="list-style-type: none"> a. Evaluate supporting documents. b. Complete part II, section 2, DA Form 4787-1. c. Return DA Form 4787-1 to dependent-travel approval authority.
6. Gaining command education officer	<ul style="list-style-type: none"> a. Evaluate supporting documents. b. Complete part II, section 3, DA Form 4787-1. c. Return DA Form 4787-1 to dependent-travel approval authority.

Table 2-5. PCS—To and Between Overseas Commands With Dependent Travel—Continued

<i>Agency</i>	<i>Action</i>
7. Gaining installation, organization, activity, or unit	<ul style="list-style-type: none"> a. Verify or determine unit of assignment. b. Complete part VI, DA Form 4787. c. Forward original of DA Form 4787 to BNPAC, unit, activity, or organization. d. Forward a copy of DA Form 4787 to the servicing MILPO.
8. Gaining MILPO (Except members assigned to Germany)	<ul style="list-style-type: none"> a. Perform functions indicated in 7 above if so delegated. b. Maintain arrival suspense.
9. Gaining BNPAC, unit, activity, or organization	<ul style="list-style-type: none"> a. Appoint sponsor. b. Brief sponsor. (See chap. 3.) c. Forward welcoming letter. d. Maintain arrival suspense.
10. Housing officer	See AR 210-50.

Table 2-6. Designated Location to an Oversea Area (Dependents)

<i>Agency</i>	<i>Action</i>
1. Losing MILPO	<ul style="list-style-type: none"> a. Prepare DA Form 4787. b. Place MILPO copy in individual departure clearance file. c. Paragraph 5-2 and chapter 6, AR 55-46, apply. For exceptions to the policies stated in the references above, forward one copy of DA Form 4787 to HQDA(DAPE-HRC), WASH DC 20310 for travel decision. d. If dependent travel is approved, forward one copy of DA Form 4787 to the CPCO or activity that would arrange transportation. e. Forward original and remaining copies of DA Form 4787 to the gaining MACOM, activity, organization, or installation, as appropriate. (See table 2-8.)
2. Go to table 2-3	Process items 2 through 5.

Table 2-7. Nonconcurrent Travel of Dependents

<i>Agency</i>	<i>Action</i>
1. Serving MILPO	<ul style="list-style-type: none"> a. Complete DA Form 4787. b. As required, complete DA Form 4787-1. c. Forward DA Form 4787-1 to the servicing MEDDAC/DENTAC and/or local dependent education officer.

Table 2-7. Nonconcurrent Travel of Dependents—Continued

<i>Agency</i>	<i>Action</i>
	<p><i>d.</i> Upon return of DA Form 4787-1 from the MEDDAC/DENTAC or local dependent education officer—</p> <p>(1) Disapprove the application if the required medical, dental, professional, training, or educational services are not available in member's area of assignment.</p> <p>(2) Return the disapproved application to the member. Include reasons for disapproval.</p> <p>(3) If approval is recommended, forward DA Form 4787 to the dependent travel authority to include the housing office copy.</p>
2. MEDDAC/DENTAC	<p><i>a.</i> Evaluate supporting documents.</p> <p><i>b.</i> Complete part II, section 2, DA Form 4787-1.</p> <p><i>c.</i> Return the completed form to MILPO.</p>
3. Dependent education officer	<p><i>a.</i> Evaluate supporting documents.</p> <p><i>b.</i> Complete part II, section 3, DA Form 4787-1.</p> <p><i>c.</i> Return the completed form to the MILPO.</p>
4. Dependent travel authority	<p><i>a.</i> Approve or disapprove the application based on the data provided by the housing officer.</p> <p><i>b.</i> Notify the member of the dependent travel decision. If disapproved, include reasons.</p> <p><i>c.</i> Approved applications:</p> <p>(1) Notify the installation or activity that services the dependent's area of residence. See figure 4-1, AR 55-46.</p> <p>(2) Forward the housing office copy to the housing officer. <i>Do not forward supporting summaries.</i></p>
5. Servicing installation or activity	Comply with paragraph 4-3, AR 55-46.
6. Housing officer	See AR 210-50.

Table 2-8. Address Listing

If the service member is being assigned to (see note 1)—	Then forward DA Form 4787 and inclosures to (see note 2)—
<p>Alaska</p> <p>a. 172d Infantry Brigade</p> <p>b. US Army Communications Command—Alaska</p>	<p>Commander, 172d Infantry Brigade, ATTN: AFZT-AG-PM (enlisted) or AFZT-AG-M (officer), Fort Richardson, AK 99505</p> <p>Commander, US Army Communications Command Agency—Alaska, Fort Richardson AK 99505</p>
<p>Europe</p> <p>a. Germany and England (US Army, Europe and Seventh Army units and activities)</p>	<p>If dependent travel is being requested, forward form to Commander, 1st Personnel Command, ATTN: AEUPE-PSSD-PMD, APO New York 09081.</p> <p>For single and unaccompanied personnel: <i>Gaining activity or organization when a pinpoint assignment is identified in assignment instructions, DO NOT FORWARD FORMS TO THE 21ST REPLACEMENT BATTALION. See note 1.</i></p> <p><i>If assignment reads "21st Replacement Battalion," wait 20 days from date of receipt of assignment instructions for 1st Personnel Command to provide a pinpoint assignment. If the pinpoint assignment IS NOT received within this period, forward form to—Commander, 1st Personnel Command, ATTN: AEUPE-EPMD-A (enlisted) or AEUPE-OPMD (officer), APO New York 09081.</i></p>
<p>b. Italy</p> <p>(1) Vicenza Area</p>	<p>Commander, US Army Southern European Task Force, ATTN: AESE-AGPA, APO New York 09168</p>

Table 2-8. Address Listing—Continued

If the service member is being assigned to (see note 1)—	Then forward DA Form 4787 and inclosures to (see note 2)—
★(2) Livorno Area	Commander, Military Community Activity, ATTN: A ESE-L-DPAP, APO New York 09010
c. Greece	Commander, 558th US Army Artillery Group, ATTN: AESE-G-P, APO New York 09253
<p>d. US Army European Command</p> <p>(1) US Army Element</p> <p>(2) Data Service Center</p> <p>(3) Intelligence Security Support</p> <p>(4) Support Operations Task Force Europe</p> <p>(5) European Defense Analysis Center</p> <p>(6) National Security Agency Europe</p> <p>(7) Defense Communications Center-Europe</p>	Commander-in-Chief, US European Command, ATTN: ECJ1-PA, APO New York 09128
<p>e. US Army Communications Command European Area</p> <p>(1) Saudi Arabia</p>	Commander, US Army Communications Command—Saudi Arabia, APO New York 09616
(2) Italy	Commander, 509th Signal Battalion, APO New York 09019
★(3) Turkey	Commander, US Army Field Station, SINOP, ATTN: IAEN-AEP, APO New York 09133
(4) US Army Communications Electronics Engineering Installation Agency—Heidelberg or Worms Detachment	Commander, USACEEIA—Europe, APO New York 09056
(5) US Army Communications Support Agency—Europe	Commander, US Army Communications Support Agency, Fort Monmouth, NJ 07703
(6) US Army Communications Command Communications Agency, Communications-Electronics Element-2d Region (Germany)	Commander, US Army Communications Command-CIDC, 5611 Columbia Pike, Falls Church, VA 22041

Table 2-8. Address Listing—Continued

If the service member is being assigned to (see note 1)—	Then forward DA Form 4787 and inclosures to (see note 2)—
<p>(7) Others—European Area</p> <p><i>f.</i> Allied Command Europe</p> <p>(1) Norway (US Army Element, AFNORTH)</p> <p>(2) The Netherlands (US Army Element, AFCENT)</p> <p>(3) Belgium (US Army Element, SHAPE; 357th Avn Det; 650th MI Group)</p> <p>(4) Germany (US Army Element, CENTAG, and 97th Sig Bn)</p> <p>(5) Italy (US Army Element, AFSOUTH to include duty stations at Verona, Italy, Greece, and Ankara, Turkey)</p> <p>★(6) Turkey (US Army Element, LANDSOUTHEAST)</p>	<p>Commander, 5th Signal Command, APO New York 09056</p> <p>Commander, US Army Element AFNORTH, ATTN: ACAN-MILPO, APO New York 09085</p> <p>Commander, US Army Element AFCENT, ATTN: ACAC-AGP-M, APO New York 09011</p> <p>Commander, US Army Element SHAPE, ATTN: ACSH-AGM-E, APO New York 09055</p> <p>Commander, US Army Element CENTAG, ATTN: ACCT-AGM, APO New York 09099</p> <p>Commander, US Army Element AFSOUTH, ATTN: ACAS-AGP, APO New York 09524</p> <p>Commander, US Army Element LANDSOUTHEAST, ATTN: ACLE-ADC-P, APO New York 09224</p>
<p>Hawaii</p> <p><i>a.</i> US Army Western Command, US Army Support Command, Hawaii; 25th In Div; Tripler AMC; US Army Element PACOM</p> <p>★<i>b.</i> Rescinded</p>	<p>Commander, US Army Support Command, ATTN: APAG-PA, Fort Shafter, HI 96858</p>
<p>Japan</p> <p><i>a.</i> US Army, Japan</p> <p><i>b.</i> Okinawa</p>	<p>US Army Japan and IX Corps, ATTN: AG, APO San Francisco 96343</p> <p>US Army Support Activity—Okinawa, APO San Francisco 96331</p>
<p>Korea</p> <p><i>a.</i> Eighth US Army</p>	<p>Commander, US Army Military Personnel Center—Korea, ATTN: EAPC-M, APO San Francisco 96301</p>

Table 2-8. Address Listing—Continued

If the service member is being assigned to (see note 1)—	Then forward DA Form 4787 and inclosures to (see note 2)—
b. 2d Infantry Division	Commander, 2d Infantry Division ATTN: EAIDAG-PM, APO San Francisco 96224
c. US Army Communications Electronics Engineering Installation Agency—Pacific (Korea)	Commander, US Army Communications Electronics Engineering Installation Agency—Pacific, Fort Shafter, HI 96858
d. US Army Communications Command Support Agency Field Office—Korea	Commander, US Army Communications Command Support Agency, Fort Monmouth, NJ 07703
e. US Army Communications Command Agency Communications-Electronics Element—7th Region (Korea)	Commander, US Army Communications Command Communications Agency (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041
Republic of Panama	
a. 193d Infantry Brigade	Commander, 193d Infantry Brigade, ATTN: AFZU-DI-H, APO Miami 34007
b. US Army Communications Command—Panama	Commander, US Army Communications Command—Panama, APO New York 09827
c. US Army Communications Electronics Engineering Installation Agency—Fort Clayton Detachment	Commander, Communications Electronics Engineering Agency, Fort Clayton Det. APO Miami 34007
Puerto Rico	
a. US Army Activities less US Army Communications Detachment	Deputy Installation Commander, ATTN: AFZK-B-DI-T, Fort Buchanan, Puerto Rico 00934
b. Rescinded.	
Other oversea areas	The proper subordinate commander. (See note 1.)
CONUS	
a. Fort Bragg, NC	Commander, XVIII Corps and Fort Bragg, ATTN: AFZA-AG-PM, Fort Bragg, NC 28307
b. Fort Benning, GA (1) US Army Infantry Center	Commander, US Army Infantry Center, ATTN: ATZB-AG-P, Fort Benning, GA 31905

Table 2-8. Address Listing—Continued

If the service member is being assigned to (see note 1)—	Then forward DA Form 4787 and inclosures to (see note 2)—
(2) 197th Infantry Brigade	Commander, 197th Infantry Brigade, ATTN: AFVE-AG, Fort Benning, GA 31905
c. Fort Hood, TX	Commander, III Corps and Fort Hood, ATTN: AFZF-AG-M, Fort Hood, TX 76544
d. US Army Readiness Regions	Commander, US Army Readiness Region (number)
(1) Region I	Fort Devens, MA 01433
(2) Region II	Fort Dix, NJ 08640
(3) Region III	Fort Meade, MD 20755
(4) Region IV	Fort Gillem, GA 30050
(5) Region V	Fort Sheridan, IL 60037
(6) Region VI	Fort Knox, KY 40121
(7) Region VII	Fort Sam Houston, TX 78234
★(8) Region VIII	Fitzsimmons Army Medical Center, Aurora, CO 80045
(9) Region IX	Presidio of San Francisco, CA 94129
e. US Army ROTC Regions	Commander, US Army ROTC Region (number)
(1) Region I	Fort Bragg, NC 28307
(2) Region II	Fort Knox, KY 40121
(3) Region III	Fort Riley, KS 66442
(4) Region IV	Fort Lewis, WA 98433
f. US Army Engineer Divisions	Division Engineer, US Army Engr Div, Huntsville, PO Box 1600 West Station, Huntsville, AL 35807
(2) Lower Mississippi Valley Division	Division Engineer, US Army Engr Div, Lower Mississippi, PO Box 80, Vicksburg, MS 39108
(a) New Orleans District	
(b) St Louis District	
(c) Vicksburg District	
(3) Missouri River Division	Division Engineer, US Army Engr Div, Missouri River, PO Box 103 Downtown Station, Omaha, NE 68101
(a) Kansas City District	
(b) Omaha District	
(4) New England Division	Division Engineer, US Army Engr Div, New England, 424 Trapelo Rd., Waltham, MA 02154

Table 2-8. Address Listing—Continued

If the service member is being assigned to (see note 1)—	Then forward DA Form 4787 and inclosures to (see note 2)—
(5) North Atlantic Division (a) Baltimore District (b) Baltimore Harbor (c) New York District (d) New York Harbor (e) Norfolk District (f) Norfolk Harbor (g) Philadelphia District	Division Engineer, US Army Engr Div, North Atlantic, 90 Church St., New York, NY 10007
(6) North Central Division (a) Buffalo District (b) Chicago District (c) Detroit District (d) Rock Island District (e) St. Paul District	Division Engineer, US Army Engr Div, North Central, 536 S. Clark St., Chicago, IL 60605

Table 2-8. Address Listing—Continued

If the service member is being assigned to (see note 1)—	Then forward DA Form 4787 and inclosures to (see note 2)—
(7) North Pacific Division (a) Alaska District (b) Portland District (c) Seattle District (d) Walla Walla District	Division Engineer US Army Engr Div, North Pacific PO Box 2870 Portland, OR 97208
(8) Ohio River Division (a) Huntington District (b) Louisville District (c) Nashville District (d) Pittsburgh District	Division Engineer US Army Engr Div, Ohio River PO Box 1159 Cincinnati, OH 45201
(9) South Atlantic Division (a) Charleston District (b) Jacksonville District (c) Mobile District (d) Savannah District (e) Wilmington District	Division Engineer US Army Engr Div, South Atlantic 510 Title Bldg. 30 Pryor St., S.W. Atlanta, GA 30303
(10) South Pacific Division (a) Los Angeles District (b) Sacramento District (c) San Francisco District	Division Engineer US Army Engr Div, South Pacific 630 Sansome St., Rm 1216 San Francisco, CA 94111
(11) Southwestern Division (a) Albuquerque District (b) Ft Worth District (c) Galveston District (d) Little Rock District (e) Tulsa District	Division Engineer US Army Engr Div, Southwestern Division 1200 Main St Dallas, TX 75202
g. Other CONUS Activities (1) Installations (2) Other activities not located on an installation	The gaining MILPO The commander of the activity stated in the assignment instructions
Joint Activities (CONUS and Overseas)	The US Army Element or Senior Army Representative

Note 1. Forward to the gaining activity or organization if forwarding instructions do not appear above. **DO NOT** forward forms below divisional or separate brigade level, **UNLESS** the divisional element or brigade element cannot be identified.

Note 2. Gaining commanders are responsible for insuring that the dependent travel approving authority and/or housing officer are provided with enough copies of forms to further process application. See table 3-1, AR 55-46, and AR 210-50.

15 June 1984

Chapter 3 superceded by AR 612-11, 25 July 85
and DA Pam 612-2, 30 Aug 85
CHAPTER 3

C 1, AR 612-10.

SPONSORSHIP AND ORIENTATION PROGRAM

S/S by AR 612-11, 25 Jul 85
Section I. GENERAL

3-1. Objectives. a. This program—

(1) Assists service members and their dependents in establishing themselves at their new duty stations.

(2) Assists and guides new members while they adjust to the new work environment.

b. Through this program, commanders seek to create favorable attitudes toward the organization by instilling in the member a feeling of belonging. An effective program will generate enthusiasm and high morale, and will prevent misunderstandings.

c. Prompt and continuous communication with a sponsor is very helpful to incoming members and their families in PCS moves. The sponsor can provide needed information on housing; schools; what household goods to ship; vehicle restrictions; and the availability of medical, dental, recreation, and shipping facilities. More importantly, during inprocessing the sponsor can assist the new member adjust to the new work and community environment; thus, easing the stress and anxiety normally associated with PCS moves. On the other hand, a poorly managed program can create an impression of command apathy toward new arrivals.

d. Sponsorship goes further than giving needed information. It can become a valuable link between the incoming member and the gaining commander.

(1) The exchange of letters between the incoming member and a sponsor can reveal and resolve potential problems that could otherwise cause hardship to the incoming member.

(2) The unit may have certain standards of performance, conduct, and appearance which may conflict with a member's perception and expectations. This program will help the commander, supervisor, and the new arrival understand what is expected.

e. Service members, sponsors, commanders, and supervisors must understand that sponsorship is a people program which they all have an obligation to support. Therefore, commanders at all levels must continuously evaluate their programs and insure subordinate commanders/supervisors fully understand this valuable management tool.

3-2. Explanation of terms. a. *Sponsors*. Individuals designated by name at the gaining organization to assist incoming members and their families in making a smooth transition into the unit and community environment.

b. *Sponsorship*. The act of sponsorship is the guided integration of new members into the unit and community. This includes the exchange of correspondence between the incoming member and a sponsor before the member's arrival, and assistance and orientation after the member's arrival.

3-3. *Policy*. A sponsorship and orientation program will be established at installations or equivalent activities (e.g., military communities and separate agencies). Commanders will establish the necessary controls to insure all subordinate commanders/supervisors comply with the spirit of this program.

3-4. *Applicability*. a. A sponsor will be appointed for all members shown in paragraph 2-1a.

b. If desired, gaining commanders may appoint sponsors for members listed in paragraph 2-1b. Whenever possible, welcoming letters should be forwarded to these service members. Normally, the act of sponsorship for these members will be immediate inprocessing assistance and orientation upon arrival.

Section II. RESPONSIBILITIES AND PROCEDURES

3-5. *Commanders of major Army commands*. Commanders of major Army commands will—

a. Insure that effective sponsorship and orientation programs are established and main-

tained throughout their commands.

b. Take positive action to minimize diversions. A liberal diversion policy has a negative impact upon the sponsorship effort.

3-6. Losing commanders. Losing commanders will insure that departing members are—

a. Given oversea orientation briefings. This will include the television tapes, films, and briefing scripts provided by MILPERCEN to installations as part of the oversea orientation briefing programs.

b. Told of—

(1) The advantages of writing their sponsors to get information about their new duty stations and the surrounding areas.

(2) The importance of sending the necessary information to their sponsors.

c. Referred to the local Army Community Service (ACS) activity to get factsheets about the gaining command post. (For enlisted members, see step 45, procedure 3-1, DA Pam 600-8-10).

d. Counseled about the advantages of completing a HEADSTART Language Program before going overseas. Inform them that these language programs may also be made available to their dependents.

★e. Encouraged to contact the local civilian personnel offices concerning family member employment programs and policies at their new location.

3-7. Gaining Commanders. Gaining commanders will—

a. Appoint sponsors for incoming members within 5 days after receiving DA Form 4787. (This does not apply when soldiers are assigned to EUSA units for 12-month unaccompanied tours.) When possible the sponsor should—

(1) Be in a grade equal to or higher than that of the incoming member.

(2) Be the same sex, marital status, and military specialty as the incoming member.

(3) Be familiar with the surrounding area.

(4) Not have received assignment instructions.

b. Send welcoming letters to incoming members within 10 working days after receiving DA Form 4787. Informality and information sharing are the primary goals of the welcoming letter.

This letter (fig 3-1) also will respond to any request for specific information appearing in item 42 of DA Form 4787. The welcoming letter and its inclosures will, as a minimum, contain the gaining unit's address and telephone number and should contain information regarding—

(1) The projected availability of Government and economy housing to include, when available, rent and utility costs and security deposit and advance rent requirements if the member is requesting dependent travel. Obtain these data from the local housing officer.

(2) The location of the family Housing Referral Office. If members will not be assigned Government housing immediately, tell them to process through the servicing Housing Referral Office before acquiring off-post housing (AR 210-50).

(3) Education facilities available for dependents both in the military and civilian communities.

(4) The types of household goods that are essential, optional, or not required at an oversea location.

(5) The type of climate and recommended clothing.

(6) Local vehicle registration, safety, emission standards, and insurance requirements, and, when available, typical insurance rates. (The gaining oversea commander may send a driver's test booklet to the member.)

(7) The availability of military and civilian medical and dental care facilities.

(8) Community services and facilities that are available both on-post and in the local community.

(9) The host nation culture, customs, and lifestyle.

(10) Local firearms laws and restrictions.

(11) Problems they might have when shipping pets to the oversea command, e.g., quarantine periods.

c. Insure that the sponsors are provided enough time from their duties to help new members.

d. Furnish a map of the local area.

e. Arrange transportation for sponsors to meet new members arriving with their dependents at the point of arrival and bring them back to the unit (overseas only).

15 June 1984

GIS

C 1, AR 612-10

3-8. Army Community Service (ACS). ACS activities will assemble and provide current welcome packets (AR 608-1). Inprocessing through the local ACS is encouraged for all incoming personnel.

3-9. Sponsors. The sponsor will—

a. Forward a welcoming letter to the incoming member. It will include the sponsor's duty address and telephone number. Sponsors are encouraged to include their home addresses and telephone numbers in welcoming letters.

b. Try to provide information requested by incoming members.

c. Advise members they will be met at the point of arrival in the area or at the aerial port of debarkation (APOD).

d. Offer to assist in getting temporary housing (guest house or similar accommodations). Members should contact the Housing Referral Office for guidance and information. Sponsors will not be required to contract for permanent or temporary housing for the incoming members. However, if the sponsor desires to

provide this service and the incoming member agrees on such arrangement, the sponsor should seek legal advice about the commitments and liabilities involved before acquiring housing.

e. After members arrive in the unit—

(1) Accompany members during inprocessing.

(2) Acquaint members with the surrounding area and facilities.

(3) Introduce the members to their supervisors and immediate chain of command.

3-10. Incoming members. Members will immediately answer letters from their sponsors and—

a. As soon as known, inform sponsors of their times, dates, and points of arrival (include flight numbers) at the new duty locations. Members will inform their sponsors of any changes to the above information.

b. Provide sponsors with a unit mailing address and a unit telephone number (commercial and AUTOVON).

c. Inform sponsors of expected departure dates from losing duty stations.

d. If desired, provide sponsors with leave addresses and telephone numbers.

3-11. Orientation and assistance. A thorough and timely orientation will start new arrivals off properly. Commanders and supervisors are responsible for—

a. Making the new member feel needed and wanted; therefore instilling in the member the motivation to contribute to the unit's mission. They will—

(1) Stress the responsibilities of each person assigned for helping members make a smooth transition into the organization.

(2) Review with all new members the nature of members's duties.

(3) Introduce members to each person they will work with.

(4) Provide members with a tour of the work area and facilities.

(5) Explain to new members each person's function within the immediate organization.

(6) Advise members what is expected in terms of performance, conduct, and appearance.

(7) Advise members of working hours and conditions.

b. Insuring orientation programs are informative and showing a genuine interest in the welfare of the new arrival with the intent of instilling in each a feeling of belonging and acceptance.

(1) As a minimum, representatives of the following activities should give briefings:

(a) Finance and accounting office.

(b) Army Community Service.

(c) American Red Cross.

(d) Housing Referral Office.

(e) Army Emergency Relief.

(f) The staff judge advocate.

(2) Include in the orientation—

(a) Organizational history, policies, and practices.

(b) Organization mission.

(c) Organization facilities.

(d) Organization structure.

(e) Member's responsibilities to organization.

(f) Organization's responsibilities to soldier.

(g) How to resolve pay problems.

(h) Resources available to help resolve personal problems and complaints.

(i) Rules of conduct.

(j) Guided tour of organization work area, or area of operations.

(k) Work schedules and work assignments.

(l) Labor relation policies if civilian employees are assigned to the organization.

(m) Medical and dental facility locations.

(n) Safety program and procedures.

(o) Promotion policies (both military and civilian).

(p) Introduction to other unit members.

(q) Training policies.

(r) Military and civilian performance appraisal system (rating schemes).

(s) Activities of local service organizations such as the Army Community Service, Army Red Cross, and Army Emergency Relief.

(t) Local religious activities.

(u) Equal Opportunity in Off-Post Housing Program.

(v) For the oversea area, language training programs available at the local Army Education Center.

(w) Local Equal Employment Opportunity Program.

(x) Local community projects that encourage cultural, social, and recreational activities between service members and the civilian community.

(y) Others.

c. Insuring the entire family is invited to attend orientations. Request official, semiofficial, and voluntary organizations to assist in the orientation

515
of the entire family during the important adjustment period. It is equally important that the member's spouse understands the nature of

member's work environment and the opportunities available to the family group.

1 August 1981

AR 612-10



S/S
DEPARTMENT OF THE ARMY
HEADQUARTERS 82D AIRBORNE DIVISION
FORT BRAGG, NORTH CAROLINA 28307

AFVC

First Sergeant Robert T. White
Co A, 1st Bn (Reinf), 3d Infantry
(The Old Guard)
Fort Myer, VA 22211

Dear Sergeant White:

Welcome to Fort Bragg. I am looking forward to your tour of duty with us because I know it will be rewarding for both you and the 82d Airborne Division.

I have asked 1SG Benjamin J. Jones of 1st Bn (A), 325th Infantry, telephone: 000-000-0000 (AUTOVON: 000-0000), to be your sponsor and to help you become established at Fort Bragg. Sergeant Jones is available to answer your questions.

He will get in touch with you soon and will do whatever he can to make your adjustment to the Fort Bragg area as pleasant and smooth as possible.

In accordance with AR 210-50, you are required to report to the Fort Bragg Housing Referral Office located in building 212 before making any commitments for off-post housing in the civilian community.

To speed up delivery of your mail, please use the following address once you have departed your current duty station.

First Sergeant Robert T. White (SSN)
Co B, 1st Bn (A), 325th Infantry
Fort Bragg, NC 29307

I hope that your move will be completed with a minimum of problems. I know you will enjoy your tour of duty with us.

Sincerely,

1 Incl
ACS packet

Copy Furnished:
1SG B. J. Jones

Figure 3-1. Sample welcoming letter from commander.

APPENDIX

REQUIRED REFERENCES

AR 40-66	Medical Record and Quality Assurance Administration Cited in paragraph 1-5.
AR 40-501	Standards of Medical Fitness. Cited in paragraph 2-3a(4) and in item 5b, table 2-2.
AR 55-46	Travel of Dependents and Accompanied Military and Ci- vilian Personnel To, From, or Between Oversea Areas. Cited in paragraph 2-2a(3)(b). Also cited in tables: 2-1 at items: 38 2-6 1c 2-7 4c(1) and 5 2-8 Note 2
AR 210-50	Family Housing Management. Cited in paragraph 2-2c. Also cited in tables: 2-1 at items: 36 2-4 2-6 2-5 10 2-7 6
AR 340-16	Safeguarding For Official Use Only Information. Cited in paragraph 1-5.
AR 340-21	The Army Privacy Program. Cited in paragraph 1-5
AR 600-290	Passports and Visas. Cited in item 29, table 2-1.
AR 608-1	Army Community Service Program. Cited in paragraph 3-8.
AR 614-200	Selection of Enlisted Soldiers for Training and Assign- ment. Cited in item 4d(2), table 2-5.
AR 614-203	Assignment of Personnel with Physically, Emotionally, or Intellectually Handicapped Dependents. Cited in item 5a, table 2-2.
DA Pam 600-8-10.	Centralized Assignment Procedures III System (CAP III). Cited in paragraph 2-2a(3).

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-MSF-R), Alexandria, VA 22332.

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Brigadier General, United States Army
The Adjutant General

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S/S Chg
15 June 84

CHAPTER 2

PREPARING, PROCESSING, AND ROUTING DA FORM 4787
AND DA FORM 4787-1

2-1. Applicability. *a.* Send completed DA Form 4787 to the gaining commanders for all Service members listed below who have received assignment instructions:

(1) All members (*see (3) below for advanced individual training (AIT) personnel*) in pay grades E1 through E4 who desire to move dependents to, from, or between oversea areas at Government expense.

(2) All members in pay grades E5 through O6.

(3) Members graduating from AIT who state that dependents have medical, dental, physical, emotional, or intellectual problems or conditions.

(4) Members receiving permanent change of station (PCS) orders to attend the US Army schools, colleges, or academies. (When completing DA Form 4787 for personnel according to this subparagraph, complete only items 1-6, 19, 30-33, and 35-37. Gaining MILPOs are to forward one copy of DA Form 4787 to the installation housing officer and distribute remaining copies as deemed appropriate.)

(5) Soldiers in pay grades E5 through O6 being reassigned to dependent restricted areas (12-month tour) of Eighth US Army (Korea) (EUSA). Only parts I, IV, and V of DA Form 4787 apply.

b. Do not prepare DA Form 4787 and DA Form 4787-1 for the members listed below who have received assignment instructions:

(1) Members in pay grades E1 through E4, except as covered in *a(1)* above.

(2) Members being assigned for AIT.

(3) Members graduating from AIT, except as covered in *a(3)* above.

(4) Members being assigned as students to US Army schools, colleges, or academies, except as covered in *a(4)* above.

(5) Members being assigned as students to civilian educational institutions or military schools sponsored by other services.

(6) Members being assigned as students to military schools sponsored by other nations, *unless dependent travel is being requested.*

(7) Enlisted accessions, including members enlisting after a break in service.

(8) ARNG or USAR members unless they are serving on AGR or ADT in excess of 179 days or on Federal active duty.

(9) Members reassigned to separation transfer activities (STA) for separation processing.

(10) Members assigned to the Officer Active Duty Obligator (OADO) Control Group.

(11) Members being reassigned between units on the same installation.

(12) Officer accessions.

2-2. Preparing and processing DA Form 4787 and related procedures. *a.* The losing MILPOs will complete parts I through V of DA Form 4787 with data provided by the service member. (See table 2-1.) They will—

(1) Process DA Forms 4787 and forward them to the gaining commanders (see table 2-8 for address listing) as soon as possible, but not later than—

(a) Twenty calendar days after receiving assignment instructions *when DA Form 4787-1 is not required.*

(b) Thirty calendar days after receiving assignment instructions *when DA Form 4787-1 must be processed.*

(2) Counsel all service members (including AIT personnel) with dependents who are being assigned to or between oversea areas—

(a) On the possible hardships that can occur if dependents with physical, medical, dental, emotional, or educational-related problems or conditions are relocated to an oversea area *where the specialized staff or facilities are not available to provide the required treatment, care, training, or therapy.*

(b) That short-term dependent medical and dental conditions should be corrected before arrival in the gaining oversea area.

(3) Require each enlisted member (including members graduating from AIT) who desires to relo-

cate dependents to the gaining oversea command at Government expense to complete an Oversea Movement of Dependents Checklist. See figure 3-1-5, DA Pam 600-8-10.

(a) If a dependent medical, physical, dental, emotional, social, or educational-related problem or condition is indicated on the above checklist, the member must complete a DA Form 4787-1 and forward it along with the DA Form 4787. If a soldier who is being reassigned to US Army Europe (USAREUR) and Seventh Army has a gifted/talented dependent, the member must check item 31, DA Form 4787, and briefly explain the nature of the gift/talent in item 42, DA Form 4787. A gifted talented dependent is defined as one (age 5-18) identified by professionally qualified persons who, by virtue of outstanding abilities, is capable of high performance in any of the following areas, singly or in combination: General intellectual ability; specific academic aptitude; creative or productive thinking; leadership ability; visual and performing arts; and psychomotor ability.

(b) *If members graduating from AIT indicate on the Oversea Movement of Dependents Checklist that no problem exists, process dependent travel requests under existing message request procedures. See paragraph 3-6b(4), AR 55-46.*

(4) Advise members for whom DA Forms 4787 are to be completed to write their sponsors in the gaining organizations.

(5) Allow the members to include requests for information from the gaining commander in item 42, DA Form 4787. Chapter 3 gives further instructions about the Sponsorship and Orientation Program.

b. The gaining commander responsible for determining the ultimate assignment will complete part VI of DA Form 4787.

c. The gaining housing officer will complete the reverse of the housing office copy of the completed DA Form 4787. See AR 210-50.

2-3. Preparing DA Form 4787-1. The losing MILPO will—

a. Complete the DA Form 4787-1 in accordance with table 2-2 and send it to the gaining commander as an inclosure to DA Form 4787 for members who have received assignment instructions and who—

(1) Are being assigned overseas and have checked the "DO" block in item 31, DA Form 4787.

(2) Request special housing considerations be-

cause of their dependent's medical or physical condition.

(3) Are being reassigned to, from, or between oversea areas and a dependent is pregnant.

(4) Are being reassigned to an *isolated area overseas as defined in paragraph 7-9, AR 40-501.*

b. Complete the DA Form 4787-1 according to table 2-2 when soldiers are reassigned to USAREUR and 7th Army units and their accompanying dependents are considered gifted/talented.

2-4. DA Form 4787-1 summary and documentation. a. The losing MILPO will insure that a summary statement of the current status of the problem or condition accompanies the DA Form 4787-1 to the gaining organization. This summary must be signed by a responsible official (e.g., physician, dentist, school official, psychologist, social worker, therapist or psychiatrist). To be considered current, the summary must be dated within the 6-month period prior to receipt of assignment notification or certified as current by the official responsible for providing the care, treatment, training, or therapy.

(1) Summaries documenting medical, physical, or dental conditions must indicate or describe—

(a) The existing condition.

(b) Degree of severity.

(c) Therapy/treatment required.

(d) Medication required.

(e) The age of the dependent.

(2) Summaries documenting special education or training requirements must include—

(a) Name, type, address, and telephone number of the school or activity providing the specialized training or education.

(b) A statement from medical or educational sources describing the handicapping condition.

(c) A description of the type of program.

(d) A description of the service the child is presently receiving.

(e) A list of special materials or facilities required.

(f) A statement of special adaptations in teaching methods required, if any.

(g) Recommendations for a special program plan from the agency presently providing service to the child.

(3) Summaries documenting professional counseling must contain—

(a) A description of the problem.

(b) Progress being made.

(c) Probable duration.

b. If the problem or condition is documented in the dependent's medical or dental records and the dependent is serviced by the local MEDDAC/DENTAC, the member will not be required to submit supporting documents. The local medical or dental authority will provide the documents required in a(1), (2), and (3) above.

c. Service members must obtain supporting documents when dependents are receiving care, treatment, training, or therapy from sources other than through the local MEDDAC/DENTAC. Members must provide summaries to the MILPO within 15 days after receiving assignment notification. *Commanders are reminded that the member's ability to obtain documents is dependent on the civilian source's willingness to respond.* Therefore, if summaries are not received for evaluation by the local officials in time to meet the 30-day suspense set in paragraph 2-2a(1)(b), forward the DA Form 4787 without the DA Form 4787-1. Enter the following remark in item 42, DA Form 4787:

"Reference item 31: Supporting documents will be sent later."

d. Service members being reassigned to USAREUR and 7th Army whose accompanying dependents are gifted/talented according to paragraph 2-2a(3)(a) above will submit supporting documentation from school authorities which consider—

- (1) Achievement test scores.
- (2) Intelligence test results.
- (3) Creativity tests.

(4) Nominations, observations, and recommendations of teachers and other school personnel.

(5) Documentation from experts in a given field (e.g., art, music, or drama). Three or more of the above types of documents are required to be forwarded with the DA Form 4787-1. Include with DA Form 4787-1 evidence of a multidisciplinary team decision by the student's school authorities that the dependent is gifted/talented.

2-5. Routing DA Form 4787 and DA Form 4787-1. a. The MILPO will forward the DA Form 4787-1 to—

(1) The local MEDDAC/DENTAC for evaluation when—

(a) Medical, dental, physical, mental, emotional, or social-related conditions or problems are indicated.

(b) Learning problems associated with continued medical treatment, physical therapy, or professional counseling are indicated.

(2) The gaining commander when (1)(a) and (b) above do not apply.

b. Tables 2-3 through 2-7 show the normal routing of the DA Form 4787 and DA Form 4787-1. Since local needs differ, both the losing and gaining commanders at each level must set routing, processing, and control procedures to complete actions required by this AR quickly.

c. The losing MILPO will complete part III, DA Form 4787, and forward it to the gaining command even though category 1 concurrent travel is authorized for the member's new area of assignment. However, the gaining oversea commander is not required to reply unless the DA Form 4787 shows that a dependent requires special care, treatment, counseling, training, education, or therapy.

d. Supporting summaries to DA Form 4787-1 will not be forwarded to activities that do not require them to process application. Do not forward summaries to housing officers. Item a, section 1, part 2, DA Form 4787-1, will provide enough data to assign family housing.

2-6. Forms routing, PCS—no dependent travel. See table 2-3.

2-7. Forms routing, PCS—to and between CONUS stations with dependent travel. See table 2-4.

2-8. Forms routing, PCS—to and between oversea commands with dependent travel. See table 2-5.

2-9. Forms routing, designated location to an oversea area (dependents). See table 2-6.

2-10. Forms routing, nonconcurrent travel of dependents. See table 2-7.

2-11. Address listing. See table 2-8.

Table 2-1. Preparation of DA Form 4787

Item	Enter	APPLICABILITY								Remarks	
		Officer	Enlisted	PCS—To or between CONUS stations	PCS—To overseas areas	PCS—Between overseas areas	PCS—Within overseas areas	Request for nonconcurrent travel*	Request for designated location (overseas)		Request for concurrent travel
1	Gaining command. (If submitted as a nonconcurrent travel application, enter organization responsible for approving request.)	X	X	X	X	X	X	X	X	X	Source: Table 2-8 this AR.
2	Organization or activity completing form. (If submitted as a nonconcurrent travel application, enter current organization.)	X	X	X	X	X	X	X	X	X	
3	Last, first, and middle initial of soldier.	X	X	X	X	X	X	X	X	X	Source: Item 1, DA Form 2
4	Social security number	X	X	X	X	X	X	X	X	X	Source: Item 2, DA Form 2
5	Pay grade	X	X	X	X	X	X	X	X	X	Source: Item 9, DA Form 2
6	Date of rank	X	X	X	X	X	X	X	X	X	Source: Item 10, DA Form 2
7	Branch of Service	X	—	X	X	X	X	—	X	X	Source: Item 11, DA Form 2
8	Expiration of service agreement (officer) or expiration of term of service (enlisted)	X	X	X	X	X	X	X	X	X	Source: Item 14, DA Form 2
9	Officer Personnel Management System (OPMS) specialties (both, separated by a hyphen, when the officer has two) (for MILPERCEN-managed officers); primary specialty skill identifier (PSSI) (for AMEDD, JAGC, Chaplain Branch officers), Primary MOS (warrant officers and enlisted personnel). Include any additional skill, special qualification, language, or bonus (enlistment or selective or variable reenlistment) indicators.	X	X	X	X	X	X	—	X	X	Source: Items 16, 21, and 23 DA Form 2, and item 10b, DD Form 4. For enlisted personnel indicate after PMOS the MOS for which the individual was requisitioned in the CAP III cycle.

29 Oversea destination	X	X	-	X	X	-	X	-	X	Source: The service member. Member/dependent should be made aware of the passport, visa (see AR 600-290), and car insurance requirements of each country to be traveled. Member/dependent must have authority from the proper oversea commander before travel begins.
30 Check proper block	X	X	X	-	-	-	-	-	-	Source: The service member.
31 Check proper block	X	X	-	X	X	X	X	-	X	Source: The service member and dependent's medical/dental records. If the DO block is checked the member must complete a DA Form 4787-1. See para 2-2b and c for further instructions.
32 Check proper block	X	X	X	X	X	X	X	-	X	Source: The service member and dependent's medical records. If this block is checked, the member must complete a DA Form 4787-1.
33 Check proper block.	X	X	-	X	X	-	-	-	X	Source: The service member.
34 Check block and enter city and country where designated location is desired.	X	X	-	X	X	-	-	X	-	Source: The service member. See item 1c, table 2-6.
35 The number of days member was involuntarily separated from dependents in the last 12 months due to deployment overseas or assignment to a dependent restricted area.	X	X	-	X	X	-	-	-	X	Source: Items 5 and 35, DA Form 2-1. Use the reporting date or availability date as a base when determining the 12-month period.
36 Check proper block	X	X	-	X	-	-	-	-	X	Source: Items 5 and 35, DA Form 2-1. See para 10-13f(2) through (4), AR 210-50.
37 Dependent information	X	X	X	X	X	X	X	X	X	Source: The service member. The birth date of spouse is not required. Citizenship indication is not required when assignment is to or between locations within the United States.
38 Name and address of relative living on the economy in the gaining oversea area where dependents may reside pending receipt of housing at or near duty station.	X	X	-	X	X	-	-	-	X	Source: The service member. See para 2-4e, AR 55-46.
39 Address at which or through which service member and/or dependents may be contacted after departure from current duty station. Include a telephone number, if available.	X	X	X	X	X	X	X	-	X	Source: The service member.
40 Address where dependents are currently located.	X	X	-	X	X	X	X	X	X	Source: The service member.
41 Address from which travel of dependents to the gaining oversea area at Government expense is authorized.	X	X	-	X	X	X	X	X	X	Source: The service member. Also complete this item if member is returning from overseas and dependents are at a location other than member's current duty station.

*Does not apply for members who previously received approved deferred travel.

Table 2-1. Preparation of DA Form 4787—Continued.

Item	Enter	APPLICABILITY								Remarks	
		Officer	Enlisted	PCS—To or between CONUS stations	PCS—To overseas areas	PCS—Between overseas areas	PCS—Within overseas areas	Request for nonconcurrent travel*	Request for designated location (overseas)		Request for concurrent travel
42	Space for continuation and space for member to request information regarding the gaining duty station.	X	X	X	X	X	X	—	X	X	Source: The service member. ALSO SEE ITEM 18a.
43	Member's signature and date signed.	X	X	X	X	X	X	X	X	X	Enlisted personnel only.
44	Check proper block, sign, and date.	X	X	X	X	X	X	X	X	X	If the EXCEPTION or IS ANTICIPATED block is checked, explain in item 42.
45	Self-explanatory	X	X	X	X	X	X	—	X	X	See chapter 3.

*Does not apply for members who previously received approved deferred travel.

Table 2-7. Nonconcurrent Travel of Dependents—Continued

<i>Agency</i>	<i>Action</i>
	<p><i>d.</i> Upon return of DA Form 4787-1 from the MEDDAC/DENTAC or local dependent education officer—</p> <p>(1) Disapprove the application if the required medical, dental, professional, training, or educational services are not available in member's area of assignment.</p> <p>(2) Return the disapproved application to the member. Include reasons for disapproval.</p> <p>(3) If approval is recommended, forward DA Form 4787 to the dependent travel authority to include the housing office copy.</p>
2. MEDDAC/DENTAC	<p><i>a.</i> Evaluate supporting documents.</p> <p><i>b.</i> Complete part II, section 2, DA Form 4787-1.</p> <p><i>c.</i> Return the completed form to MILPO.</p>
3. Dependent education officer	<p><i>a.</i> Evaluate supporting documents.</p> <p><i>b.</i> Complete part II, section 3, DA Form 4787-1.</p> <p><i>c.</i> Return the completed form to the MILPO.</p>
4. Dependent travel authority	<p><i>a.</i> Approve or disapprove the application based on the data provided by the housing officer.</p> <p><i>b.</i> Notify the member of the dependent travel decision. If disapproved, include reasons.</p> <p><i>c.</i> Approved applications:</p> <p>(1) Notify the installation or activity that services the dependent's area of residence. See figure 4-1, AR 55-46.</p> <p>(2) Forward the housing office copy to the housing officer. Do not forward supporting summaries.</p>
5. Servicing installation or activity	Comply with paragraph 4-3, AR 55-46.
6. Housing officer	See AR 210-50.

Table 2-8. Address Listing

If the service member is being assigned to (see note 1)—	Then forward DA Form 4787 and inclosures to (see note 2)—
Alaska	
<i>a.</i> 172d Infantry Brigade	Commander, 172d Infantry Brigade, ATTN: AFZT-AG-PM (enlisted) or AFZT-AG-M (officer), Fort Richardson, AK 99505
<i>b.</i> US Army Communications Command—Alaska	Commander, US Army Communications Command Agency—Alaska, Ft Richardson, AK 99505

Table 2-8. Address Listing—Continued

If the service member is being assigned to (see note 1)—	Then forward DA Form 4787 and inclosures to (see note 2)—
<p>Europe</p> <p>a. Germany and England (US Army, Europe and Seventh Army units and activities).</p>	<p>If dependent travel is being requested: Commander, 1st Personnel Command, ATTN: AEUPE-PSSD-PMD, APO NY 09081</p> <p>For single and unaccompanied personnel: <i>Gaining activity or organization when a pinpoint assignment is identified in assignment instructions, DO NOT FORWARD FORMS TO THE 21ST REPLACEMENT BATTALION. See note 1.</i></p> <p><i>If assignment reads "21st Replacement Battalion," wait 20 days from date of receipt of assignment instructions for 1st Personnel Command to provide a pinpoint assignment. If the pinpoint assignment IS NOT received within this period, forward form to—Commander, 1st Personnel Command, ATTN: AEUPE-EPMD-A (enlisted) or AEUPE-OPMD (officer), APO New York 09081.</i></p>
<p>b. Italy</p> <p>(1) Vicenza Area</p> <p>(2) Livorno Area</p>	<p>Commander, US Army Southern European Task Force, ATTN: AESE-AGPA, APO NY 09168</p> <p>Commander, 8th Support Group, ATTN: AESE-L-DPAG, APO NY 09019</p>
<p>c. Greece</p>	<p>Commander 558th US Army Artillery Group, ATTN: AESE-G-P, APO New York 09253</p>
<p>d. US Army European Command</p> <p>(1) US Army Element</p> <p>(2) Data Service Center</p> <p>(3) Intelligence Security Support</p> <p>(4) Support Operations Task Force Europe</p> <p>(5) European Defense Analysis Center</p> <p>(6) National Security Agency Europe</p>	<p>Commander-in-Chief, US European Command, ATTN: ECJ1-PA, APO NY 09128</p>

Table 2-8. Address Listing—Continued

If the service member is going assigned to (see note 1)—	Then forward DA Form 4787 and inclosures to (see note 2)—
(7) Defense Communications Center—Europe	
e. US Army Communications Command European Area	
(1) Saudi Arabia	Commander, US Army Communications Command—Saudi Arabia, APO NY 09616
(2) Italy	Commander, 509th Signal Battalion, APO NY 09019
(3) Turkey (TUSLOG Det 4 and 169)	Commander, TUSLOG Detachment 169, APO NY 09133
(4) US Army Communications Electronics Engineering Installation Agency—Heidelberg or Worms Detachment	Commander, USACEEIA—Europe, APO NY 09056
(5) US Army Communications Support Agency—Europe	Commander, US Army Communications Support Agency, Fort Monmouth, NJ 07703
(6) US Army Communications Command Communications Agency, Communications-Electronics Element-2d Region (Germany)	Commander, US Army Communications Command-CIDC, 5611 Columbia Pike, Falls Church, VA 22041.
(7) Others—European Area	Commander, 5th Signal Command, APO New York 09056
f. Turkey (USA Elm LANDSOUTH-EAST)	Commander, US Army Element LANDSOUTHEAST, ATTN: ACLE-ADC-P, APO New York 09224
g. Allied Command Europe	
(1) Norway (US Army Element, AFNORTH)	Commander, US Army Element AFNORTH, ATTN: ACAN-MILPO, APO New York 09085
(2) The Netherlands (US Army Element, AFCENT)	Commander, US Army Element AFCENT, ATTN: ACAC-AGP-M, APO New York 09011
(3) Belgium (US Army Element, SHAPE; 357th AVN Det; 650th MI Group)	Commander, US Army Element SHAPE, ATTN: ACSH-AGM-E, APO New York 09055
(4) Germany (US Army Element, CENTAG, and 97th SIG BN)	Commander, US Army Element CENTAG, ATTN: ACCT-AGM APO New York 09099

Table 2-8. Address Listing—Continued

If the service member is being assigned to (see note 1)—	Then forward DA Form 4787 and inclosures to (see note 2)—
(5) Italy (US Army Element, AF-SOUTH to include duty stations at Verona, Italy, Greece, and Ankara, Turkey)	Commander, US Army Element AF-SOUTH, ATTN: ACAS-AGP APO New York 09524
Hawaii	
a. US Army Western Command, US Army Support Command, Hawaii, 25th IN DIV, Tripler AMC, US Army Element PACOM	Commander, US Army Support Command, ATTN: APAG-PA, Fort Shafter, HI 96858 (Use above address only if dependent travel is requested. Forward DA Form 4787 for single/unaccompanied personnel to the gaining activity or organization.)
b. USA Communications Security Logistics Support Unit—Hawaii, Ft Shafter, HI 96858	USA Communications Security Logistics Support Unit—Logistics Support Unit—Hawaii, Ft Shafter, HI 96858
Japan	
a. US Army, Japan	US Army Japan and IX Corps, ATTN: AG APO San Francisco 96343
b. Okinawa	US Army Support Activity—Okinawa, APO San Francisco 96331
Korea	
a. Eighth US Army	Commander, US Army Military Personnel Center—Korea, ATTN: EAPC-M, APO San Francisco 96301
b. 2d Infantry Division	Commander, 2d Infantry Division, ATTN: EAIDAG-PM, APO San Francisco 96224
c. US Army Communications Electronics Engineering Installation Agency—Pacific (Korea)	Commander, US Army Communications Electronics Engineering Installation Agency—Pacific Fort Shafter, HI 96858
d. US Army Communications Command Support Agency Field Office—Korea	Commander, US Army Communications Command Support Agency, Fort Monmouth, NJ 07703
e. US Army Communications Command Agency Communications-Electronics Element-7th Region (Korea)	Commander, US Army Communications Command Communications Agency (USACIDC) 5611 Columbia Pike, Falls Church, VA 22041

Table 2-8. Address Listing—Continued

If the service member is being assigned to (see note 1)—	Then forward DA Form 4787 and inclosures to (see note 2)—
Republic of Panama	
a. 193d Infantry Brigade	Commander, 193d Infantry Brigade, ATTN: AFZU-DI-H, APO Miami 34007
b. US Army Communications Command—Panama	Commander, US Army Communications Command—Panama, APO New York 09827
c. US Army Communications Electronics Engineering Installation Agency-Ft Clayton Detachment	Commander, Communications Electronics Engineering Agency, Ft Clayton Det, APO Miami 34007
Puerto Rico	
a. US Army Activities less US Army Communications Detachment	Deputy Installation Commander, ATTN: AFZK-B-DI-T, Fort Buchanan, Puerto Rico 00934
b. Rescinded.	
Other overseas areas	The proper subordinate commander. (See note 1.)
CONUS	
a. Ft Bragg, NC	Commander, XVIII Corps and Ft Bragg, ATTN: AFZA-AG-PM, Ft Bragg, NC 28307
b. Ft Benning, GA (1) US Army Infantry Center	Commander, US Army Infantry Center, ATTN: ATZB-AG-P, Ft Benning, GA 31905
(2) 197th Infantry Brigade	Commander, 197th Infantry Brigade, ATTN: AFVE-AG, Ft Benning, GA 31905
c. Ft Hood, TX	Commander, III Corps and Ft Hood, ATTN: AFZF-AG-M, Ft Hood, TX 76544
d. US Army Readiness Regions (1) Region I (2) Region II (3) Region III (4) Region IV (5) Region V (6) Region VI (7) Region VII	Commander, US Army Readiness Region (number) Ft Devens, MA 01433 Ft Dix, NJ 08640 Ft Meade, MD 20755 Ft Gillem, GA 30050 Ft Sheridan, IL 60037 Ft Knox, KY 40121 Ft Sam Houston, TX 78234

Table 2-8. Address Listing—Continued

If the service member is being assigned to (see note 1)—	Then forward DA Form 4787 and inclosures to (see note 2)—
(8) Region VIII	Fitzsimons Army Medical Center, Denver, CO 80240
(9) Region IX	Presidio of San Francisco, CA 94129
e. US Army ROTC Regions	Commander, US Army ROTC Region (number)
(1) Region I	Ft Bragg, NC 28307
(2) Region II	Ft Knox, Ky 40121
(3) Region III	Ft Riley, KS 66442
(4) Region IV	Ft Lewis, WA 98433
f. US Army Engineer Divisions	
(1) Huntsville Division	Division Engineer US Army Engr Div, Huntsville PO Box 1600 West Station Huntsville, AL 35807
(2) Lower Mississippi Valley Division (a) New Orleans District (b) St. Louis District (c) Vicksburg District	Division Engineer US Army Div Engr, Lower Mississippi PO Box 80 Vicksburg, MS 39108
(3) Missouri River Division (a) Kansas City District (b) Omaha District	Division Engineer US Army Engr Div, Missouri River PO Box 103 Downtown Station Omaha, NE 68101
(4) New England Division	Division Engineer US Army Engr Div, New England 424 Trapelo Rd Waltham, MA 02154
(5) North Atlantic Division (a) Baltimore District (b) Baltimore Harbor (c) New York District (d) New York Harbor (e) Norfolk District (f) Norfolk Harbor (g) Philadelphia District	Division Engineer US Army Engr Div, North Atlantic 90 Church St New York, NY 10007
(6) North Central Division (a) Buffalo District (b) Chicago District (c) Detroit District (d) Rock Island District (e) St. Paul District	Division Engineer US Army Engr Div, North Central 536 S. Clark St Chicago, IL 60605



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CHAPTER 3

SPONSORSHIP AND ORIENTATION PROGRAM

Section I. GENERAL

3-1. Objectives. *a.* This program—

(1) Assists service members and their dependents in establishing themselves at their new duty stations.

(2) Assists and guides new members while they adjust to the new work environment.

b. Through this program, commanders seek to create favorable attitudes toward the organization by instilling in the member a feeling of belonging. An effective program will generate enthusiasm and high morale, and will prevent misunderstandings.

c. Prompt and continuous communication with a sponsor is very helpful to incoming members and their families in PCS moves. The sponsor can provide needed information on housing; schools; what household goods to ship; vehicle restrictions; and the availability of medical, dental, recreation, and shipping facilities. More importantly, during inprocessing the sponsor can assist the new member adjust to the new work and community environment; thus, easing the stress and anxiety normally associated with PCS moves. On the other hand, a poorly managed program can create an impression of command apathy toward new arrivals.

d. Sponsorship goes further than giving needed information. It can become a valuable link between the incoming member and the gaining commander.

(1) The exchange of letters between the incoming member and a sponsor can reveal and resolve potential problems that could otherwise cause hardship to the incoming member.

(2) The unit may have certain standards of performance, conduct, and appearance which may conflict with a member's perception and expectations. This program will help the commander, supervisor,

and the new arrival understand what is expected.

e. Service members, sponsors, commanders, and supervisors must understand that sponsorship is a people program which they all have an obligation to support. Therefore, commanders at all levels must continuously evaluate their programs and insure subordinate commanders/supervisors fully understand this valuable management tool.

3-2. Explanation of terms. *a.* Sponsors. Individuals designated by name at the gaining organization to assist incoming members and their families in making a smooth transition into the unit and community environment.

b. Sponsorship. The act of sponsorship is the guided integration of new members into the unit and community. This includes the exchange of correspondence between the incoming member and a sponsor before the member's arrival, and assistance and orientation after the member's arrival.

3-3. Policy. A sponsorship and orientation program will be established at installations or equivalent activities (e.g., military communities and separate agencies). Commanders will establish the necessary controls to insure all subordinate commanders/supervisors comply with the spirit of this program.

3-4. Applicability. *a.* A sponsor will be appointed for all members shown in paragraph 2-1*a.*

b. If desired, gaining commanders may appoint sponsors for members listed in paragraph 2-1*b.* Whenever possible, welcoming letters should be forwarded to these service members. Normally, the act of sponsorship for these members will be immediate inprocessing assistance and orientation upon arrival.

Section II. RESPONSIBILITIES AND PROCEDURES

3-5. Major Army commanders. Major Army commanders will—

a. Insure that effective sponsorship and orientation programs are established and maintained throughout their commands.

b. Take positive action to minimize diversions. A liberal diversion policy has a negative impact upon the sponsorship effort.

3-6. Losing commanders. Losing commanders will insure that departing members are—

a. Given oversea orientation briefings. This will include the TV tapes, films, and briefing scripts provided by MILPERCEN to installations as part of the oversea orientation briefing programs.

b. Told of—

(1) The advantages of writing their sponsors to get information about their new duty stations and the surrounding areas.

(2) The importance of sending the necessary information to their sponsors.

c. Referred to the local Army Community Service (ACS) activity to get factsheets about the gaining command post. (For enlisted members, see step 45, procedure 3-1, DA Pam 600-8-10.)

d. Counseled about the advantages of completing a HEADSTART Language Program before going overseas. Inform them that these language programs may also be made available to their dependents.

3-7. Gaining commanders. Gaining commanders will—

a. Appoint sponsors for incoming members within 5 days after receiving DA Form 4787. (This does not apply when soldiers are assigned to EUSA units for 12-month unaccompanied tours.) When possible the sponsor should—

(1) Be in a grade equal to or higher than that of the incoming member.

(2) Be the same sex, marital status, and military specialty as the incoming member.

(3) Be familiar with the surrounding area.

(4) Not have received assignment instructions.

b. Send welcoming letters to incoming members within 10 working days after receiving DA Form 4787. Informality and information sharing are the primary goals of the welcoming letter. This letter (fig. 3-1) also will respond to any request for specific information appearing in item 42 of DA Form 4787. The welcoming letter and its inclosures will, as a minimum, contain the gaining unit's address and telephone number and should contain information regarding—

(1) The projected availability of Government and economy housing to include, when available, rent and utility costs and security deposit and advance rent requirements if the member is requesting dependent travel. Obtain these data from the local housing officer.

(2) The location of the family Housing Referral Office. If members will not be assigned Government housing immediately, tell them to process through

the servicing Housing Referral Office before acquiring off-post housing (AR 210-50).

(3) Education facilities available for dependents both in the military and civilian communities.

(4) The types of household goods that are essential, optional, or not required at an oversea location.

(5) The type of climate and recommended clothing.

(6) Local vehicle registration, safety, emission standards, and insurance requirements, and, when available, typical insurance rates. (The gaining oversea commander may send a driver's test booklet to the member.)

(7) The availability of military and civilian medical and dental care facilities.

(8) Community services and facilities that are available both on-post and in the local community.

(9) The host nation culture, customs, and life-style.

(10) Local firearms laws and restrictions.

(11) Problems they might have when shipping pets to the oversea command, e.g., quarantine periods.

c. Insure that the sponsors are provided enough time from their duties to help new members.

d. Furnish a map of the local area.

e. Arrange transportation for sponsors to meet new members arriving with their dependents at the point of arrival and bring them back to the unit (overseas only).

3-8. Army Command Service (ACS). ACS activities will assemble and provide current welcome packets (AR 608-1). *Inprocessing through the local ACS is encouraged for all incoming personnel.*

3-9. Sponsors. The sponsor will—

a. Forward a welcoming letter to the incoming member. It will include the sponsor's duty address and telephone number. Sponsors are encouraged to include their home addresses and telephone numbers in welcoming letters.

b. Try to provide information requested by incoming members.

c. Advise members they will be met at the point of arrival in the area or at the aerial port of debarkation (APOD).

d. Offer to assist in getting temporary housing (guest house or similar accommodations). Contact the Housing Referral Office for guidance and information. Sponsors will not be required to contract for permanent or temporary housing for the incoming members. However, if the sponsor desires to

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