



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15316
APO AP 96205-5316

REPLY TO
ATTENTION OF:

EAGA-G1

20 DEC 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedural Guidance for Army Command Sponsorship-Korea

1. References.

- a. JFTR, Volume 1, Change 270, 1 June 2009
- b. MILPER Message 10-061, AHRC-PLO-T, Requirements for Exceptional Family Member Program (EFMP), 5 March 2009
- c. USFK Regulation 614-1, Military Command Sponsorship (CSP), 30 November 2010

2. Applicability: This procedural guidance applies to all U.S. Army personnel requesting Command Sponsorship (CS) in Korea. **This memorandum supersedes previous procedural guidance on this subject.**

a. 8th Army is the service component command for all US Army personnel in Korea, including those US Army personnel assigned to tenant, “stovepipe”, joint and separate organizations in Korea. Tenant, stovepipe, joint and separate organizations are organizations for which 8th Army does not have direct operational and administrative control. For example, Installation Management Command - Korea, 1st Signal Brigade, 501st Military Intelligence Brigade, Contracting Support Brigade, 19th Criminal Investigation Division, Far East District, Special Operations Command – Korea and tenant organizations.

b. All requests for CS in Korea from US Army personnel assigned to tenant, “stovepipe”, joint and separate organizations in Korea must adhere to this procedural guidance.

3. Purpose: In accordance with paragraph 2-3.a of reference 1.c., this procedural guidance provides a written implementation plan to ensure the Command Sponsorship Program (CSP) meets and improves mission readiness while providing equal continuity requirements that are fair, consistent, predictable, and transparent.

4. Management of the CSP:

a. In accordance with paragraph 2-3.a(1) of reference 1.c., 8A delegates CSP management authority to unit commanders in the grade of O-6 to whom this procedural guidance is applicable. Management of the CSP at this level will provide commanders the ability to

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determine mission readiness needs, prioritize and allow stability for Soldiers and their Families.

(1) Units that do not have a commander in the direct chain of command in the grade of O-6 will, for CSP management purposes, submit CS requests to the 8th Army Chief of Staff.

(2) For example, CS requests by personnel who are assigned, attached, or otherwise under the administrative control of Special Troops Battalion-Korea will be submitted to the 8th Army, Chief of Staff for approval/disapproval.

b. In accordance with paragraph 2-1a of reference 1.c., 8A will conduct quarterly reviews of CSP billets, which are as follows:

(1) Priority 1 (Key Billets-KBs)

(2) Priority 2 (Component Commander Mission Continuity Requirements)

(3) Priority 3 ((Component Commander-Managed Command Sponsorship (CS) billets)) allocations.

c. Approval authorities will not exceed the allocations authorized for the unit. Commanders will continue to utilize PIMSK and SMS as the management systems for Command Sponsorship. **Commanders are not authorized to approve Command Sponsorship, AIPs or extension of any kind in a CS slot not organic to their unit without prior coordination/consent from the parent allocation manager (O6 Level).** Commander will ensure monthly reports of CS status are provided to 8th Army, G1 in a format dictated by the Commander 8th Army. The Primary and Alternate CSP Managers is the designated monitor of the program for the command. **The CSP Managers will adhere to the guidelines outlined in reference 1.c and this policy.** PIMSK is the CS management system and SMS is the process routing system for Army Command Sponsorship requests.

5. Summary of Changes:

a. **Command Sponsorship Flowchart.** Request for CS will follow the process outlined on Appendix I of this Procedural Guidance. The USAG-Y MPD will receive and process all CS requests including, in-country, out-of country, transfers and joint domicile (JD) IAW this document and appropriate regulations. All requests will filter to USAG-Y MPD, which will transmit requests to units for decision determination **(MSCs will have seven days at Step #2 and two days at Step #6).** **The USAG-Y MPD will not return any requests without approval from units.**

b. **Appointment of a primary and alternate CSP Manager at Brigade level and higher.** Brigade and higher headquarters will appoint in writing a primary and an alternate CSP Manager and provide a copy of the appointment orders and PIMSK SAAR to the EAGA-G1

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Human Resources Service Division (HRSD), G1, 8th Army. Primary and alternate CSP Managers must register on the SMS portal for access. CSP Managers will coordinate with the USAG-Y MPD and the Human Resources Service Division (HRSD) G1, 8th Army to resolve all CS related issues.

c. **Swapping Command Sponsored (CS) slots.** Swapping or reassigning CS slot(s) is permitted provided units coordinate the change, complete the memorandum requesting the change and forward it to 8th Army, G1 for approval/processing. Upon review and re-slotting in SMS, 8th Army, G1 will endorse the memorandum and forward to USAG-Y MPD for amend to the Soldier's CS orders.

d. **OHA Waiver Request.** OHA waiver requests are processed as an exception to support Exceptional Family Member Program (EFMP) related issues that cannot be handled in Area I and for educational needs. Soldiers without EFMP or exceptional educational needs do not qualify for an OHA Secretarial Waiver. Appendix VI outlines the procedures for OHA Secretarial Waiver requests.

e. **CS Transfer.** The Brigade S1 CSP Manager will prepare a Transfer Memorandum and forward to the servicing Military Personnel Division (MPD) for processing. USAG-Y MPD will process the request following the established procedures in this document. MSCs must have allocations available for the requested area in order to approve the request.

f. **EFMP Screening.** Only those Family members who will accompany the Soldier to Korea must be listed in block # 7, section A of the DA Form 5888 and screened for EFMP. Family members not listed on the DA Form 5888 and screened for EFMP will not be granted command sponsored status unless properly listed and screened for EFMP. Medical screening is governed by Army Regulation 608-75 (November 2006) and Appendix V of this procedural guidance.

g. **DEROS Management:** Brigade S-1s will submit all DEROS transactions, ensure accuracy of DEROS, and will submit all extensions, including AIP or command sponsorship actions IAW AR 614-30 and the procedures outlined in this document. Brigade S1s will adjust approved CS requests at Step #6 prior to USAG-Y MDP generating orders.

6. Revocation of CS. The Brigade S1 CSP Manager will initiate a revocation of CS when any of the following apply:

a. Soldiers with an approved concurrent travel (within 1- 60 days) or deferred travel (within 61-140 days) who fail to bring their dependents to Korea.

b. Soldier requests withdrawal of an approved CS.

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c. Soldiers with an approved Early Return of Dependents (ERD) CS will be revoked upon departure of Family member(s). Soldiers with an approved ERD must continue serving the accompanied tour length or request proration in accordance with AR 614-30.

7. The point of contact for this policy is CW3 Haynes, Ronnie at 724-6071 or MAJ Worley, Frank at 724-4374.

7 Enclosures

Annex A – CSP Requests

Appendix I – CSP Flow Chart

Appendix II – Transfer Memo of CSP

Appendix III – Joint Domicile Request

Appendix IV – CSP Codes

Appendix V – EFMP Screening Process

Appendix VI – OHA Secretarial Waiver


STEVEN R. SHAPPELL
COL, GS
ACofS, G-1
CCAG Dep 91

Annex A - Request for Out-of-Country Command Sponsorship

1. The following documents are required to process an out-of-country Command Sponsorship request:

a. DA Form 4787 R – Reassignment Processing.

b. DA Form 5888 R (Sep 02) Family Member Deployment Screening Sheet (*The DA Form 5888 is valid for one year from date of the signature in block #11e. Block #8 must be authenticated by the S-1 and have the appropriate EFMP stamp.*)

c. DD Form 2792 (Nov 06) - Exceptional Family Member Medical Summary (*Only if a family member is enrolled or warrants enrollment in EFMP.*)

d. DD Form 2792-1 (Nov 06)- Exceptional Family Member Special Education/Early Intervention Summary (*Only if a family member is enrolled or warrants enrollment in EFMP; a current Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) is required for all educational enrollments.*)

e. Request for Orders (RFO) for officers and EDAS printout of Assignment Instructions for enlisted assigning the Soldier to Korea.

f. Each Soldier must complete and provide a signed benefits limitation counseling memorandum as per USFK Policy Letter #26 (Regardless of area of project assignment).

2. CS packets will be submitted through the losing MPD and forwarded to USAG-Y MPD at CSP-Korea@korea.army.mil. Upon receipt of a complete CS packet USAG-Y MPD will confirm pin-point assignment using SMS, EDAS and e-TOPMIS and forward the request to the gaining MSC for decision determination (O6 Level). USAG-Y MPD has one working day to complete this process. **Step #1.** The MSC will review the CS request and make a decision whether the command will approve or disapproved the request; if approved identify projected assignment location. The gaining MSC has seven working days to make a determination and return their decision back to USAG-Y MPD. **Step #2.** Upon confirmation of MSC approval/disapproval and assignment projection location, USAG-Y MPD will forward the request to EFMP for screening. USAG-Y-MPD has one working day to complete this process.

3. USAG-Y MPD will forward the request and supporting documentation for Command Sponsorship to EFMP for screening. EFMP will screen Family members traveling to Korea for Korea-wide services availability and send appropriate notification to MPD. EFMP has three working days to complete this process. **Step #3.**

4. After EFMP screening, the USAG-Y MPD will forward CSP application to DoDEA to enter dependent data into DODDS metering tool and determine availability for school. USAG-Y MPD has one working day to complete this process.

5. DoDEA will enter dependent into DoDDS metering tool and determine availability for school. DoDEA school manager has two working days to complete this process. **Step #4.**

6. Once, DoDEA has completes the screening process a decision must be returned to USAG-Y MPD. USAG-Y MPD will forward the request to the Housing office for availability of quarters. USAG-Y MPD has one working day to complete this process.

7. Housing office will determine availability of quarters on-post or quarters on the economy and

recommend concurrent or deferred travel based on housing availability. Housing has two working days to complete this process. **Step #5.**

8. Once USAG-Y MPD receives appropriate concurrence and travel determination from housing, the USAG-YMPD will send the request to the gaining MSC. USAG-Y MPD has one working day to process action.

9. Once USAG-Y MPD receives appropriate concurrence, they will forward the packet to the gaining MSC for assignment of CS# in PIMSK, generate CS memorandum and adjust DEROS in eMILPO. MSCs have two working days to complete this process. **Step #6.**

10. USAG-Y MPD will prepare travel authorization memorandum and send it to the losing installation, gaining Brigade S-1 CSP Manager, housing, EFMP, IMCOM-K, and CDC/YS regional coordinator. USAG-Y MPD has one working day to complete this process. **Step #7.**

Note: No travel to an OCONUS Primary Duty Station may be authorized/approved IAW JFTR, par. U5215-A1 unless the Family is command-sponsored before travel begins and the Soldier has at least 12 months remaining on the current OCONUS tour after Family arrival. Soldiers must have Service retainability to complete an accompanied tour (24 months minimum). Soldiers who arrive to Korea unaccompanied and have relocated Family at Government expense must request and be approved for an In-Place Consecutive Overseas Tour (IPCOT) to be eligible for CSP entitlement, i.e. relocation of Family. Family relocation is only authorized once per PCS order, and approval of an IPCOT will authorize the generation of a new PCS order.

INITIAL TOUR STATUS	SOLDIER ACTION	[1]DEROS ADJUSTMENT
Soldier arrives in Korea for 12-month unaccompanied tour.	Soldier requests and is approved for in-country Command Sponsorship.	Change from 12-month tour to 24-month tour.
Soldier arrives in Korea for 12-month unaccompanied tour and has previously approved AIP.	Soldier requests and is approved for in-country Command Sponsorship.	[2]Change from 24-month tour to 36-month tour.
Soldier arrives in Korea for 24-month accompanied tour. (CSP already approved)	Soldier requests and is approved for AIP.	Change from 24-month tour to 36-month tour.

[1] Upon approval of Command Sponsorship, Soldiers must serve a minimum of 12-months with Family.

[2] If Soldier arrives in Korea for 12-month unaccompanied tour, has previously approved AIP, and is approved for Command Sponsorship, they may elect to remain on a 24 -month tour. This election will forfeit the previously approved AIP and all incentive monies received will be recouped.

Annex A - Request In-Country Command Sponsorship

1. The following documents are required to process an in-country Command Sponsorship request:
 - a. Memorandum from Soldier requesting Command Sponsorship, including the Battalion Commander or delegated approval authority's Endorsement.
 - b. If Soldier is assigned to Area I, provide benefits limitation counseling memorandum as per USFK Policy Letter #26.
 - c. Original PCS Orders.
 - d. Pin-point Orders.
 - e. DA Form 5888 R (Sep 02) - Family Member Deployment Screening Sheet (*The DA Form 5888 is only valid for one year from the date of signature block #11e. The DA 5888 must be authenticated in block #8 by S-1. The DA 5888 must have appropriate Army EFMP Medical Review stamp affixed in the upper right hand corner*).
 - f. DD Form 2792 (Nov 06) - Exceptional Family Member Medical Summary (*Only if a family member is enrolled or warrants enrollment in EFMP*).
 - g. DD Form 2792-1 (Nov 06)- Exceptional Family Member Special Education/Early Intervention Summary (*Only if a family member is enrolled or warrants enrollment in EFMP; a current IEP or IFSP is required for all educational enrollments*).
2. 2. CS packets will be submitted through the losing MPD and forwarded to USAG-Y MPD at CSP-Korea@korea.army.mil. Upon receipt of a complete CS packet USAG-Y MPD will confirm pin-point assignment using SMS, EDAS and e-TOPMIS and forward the request to the gaining MSC for decision determination (O6 Level). USAG-Y MPD has one working day to complete this process. **Step #1.** The MSC will review the CS request and make a decision whether the command will approve or disapproved the request; if approved identify projected assignment location. The gaining MSC has seven working days to make a determination and return their decision back to USAG-Y MPD. **Step #2.** Upon confirmation of MSC approval/disapproval and assignment projection location, USAG-Y MPD will forward the request to EFMP for screening. USAG-Y-MPD has one working day to complete this process.
3. USAG-Y MPD will forward the request and supporting documentation for Command Sponsorship to EFMP for screening. EFMP will screen Family members traveling to Korea for Korea-wide services availability and send appropriate notification to MPD. EFMP has three working days to complete this process. **Step #3.**
4. After EFMP screening, the USAG-Y MPD will forward CSP application to DoDEA to enter dependent data into DODDS metering tool and determine availability for school. USAG-Y MPD has one working day to complete this process.
5. DoDEA will enter dependent into DoDDS metering tool and determine availability for school. DoDEA school manager has two working days to complete this process. **Step #4.**
6. Once, DoDEA has completes the screening process a decision must be returned to USAG-Y MPD. USAG-Y MPD will forward the request to the Housing office for availability of quarters. USAG-Y MPD has one working day to complete this process.
7. Housing office will determine availability of quarters on-post or quarters on the economy and recommend concurrent or deferred travel based on housing availability. Housing has two working

days to complete this process. **Step #5.**

8. Once USAG-Y MPD receives appropriate concurrence and travel determination from housing, the USAG-YMPD will send the request to the gaining MSC. USAG-Y MPD has one working day to process action.

9. Once USAG-Y MPD receives appropriate concurrence, they will forward the packet to the gaining MSC for assignment of CS# in PIMSK, generate CS memorandum and adjust DEROS in eMILPO. MSCs have two working days to complete this process. **Step #6.**

10. USAG-Y MPD will prepare travel authorization memorandum and send it to the losing installation, gaining Brigade S-1 CSP Manager, housing, EFMP, IMCOM-K, and CDC/YS regional coordinator. USAG-Y MPD has one working day to complete this process. **Step #7.**

Note: No travel to an OCONUS Primary Duty Station may be authorized/approved IAW JFTR, par. U5215-A1 unless the Family is command-sponsored before travel begins and the Soldier has at least 12 months remaining on the current OCONUS tour after Family arrival. Soldiers who don't meet the 12 months may request to extend utilizing the Assignment Incentive Program (AIP). The AIP request must be approved and DEROS adjusted prior to CSP approval. Soldiers must have Service retainability to complete an accompanied tour (24 months minimum). Soldiers who arrive to Korea unaccompanied and have relocated Family at Government expense must request and be approved for an In-Place Consecutive Overseas Tour (IPCOT) to be eligible for CSP entitlement, i.e. relocation of Family. Family relocation is only authorized once per PCS order, therefore approval of an IPCOT will authorize the generation of a new PCS order.

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Soldier arrives in Korea for 12-month unaccompanied tour and has previously approved AIP.	Soldier requests and is approved for in-country Command Sponsorship.	[2]Change from 24-month tour to 36-month tour.
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[1] Upon approval of Command Sponsorship, Soldiers must serve a minimum of 12-months with Family.

[2] If Soldier arrives in Korea for 12-month unaccompanied tour, has previously approved AIP, and is approved for Command Sponsorship, they may elect to remain on a 24 -month tour. This election will forfeit the previously approved AIP and all incentive monies received will be recouped.

Annex A - In-Country Command Sponsorship Request

Office Symbol

Date

MEMORANDUM THRU

Battalion Commander

Director, IMCOM-Korea, Military Personnel Division Area II, Unit 15742, APO AP
96205-5742

FOR: CDR, (MSC, O6 Level Approval Authority Only)

SUBJECT: Request for In-Country Command Sponsorship

1. Under the provisions of USFK Reg 614-1 and 55-46, I request that I be granted Command Sponsorship. The following information is provided:

- a. Name:
- b. Grade:
- c. SSN:
- d. PMOS:
- e. Unit and installation of assignment:
- f. Arrival date to Korea:

g. Dependent data:

Dependent	Date of Birth	School Grade Level	EFMP (Y/N)

- h. Present address of dependents:
- i. Address of dependents upon receipt of notification of PCS assignment to Korea:
(Annotate if not requesting government movement of dependents)
- j. Present location of household goods (HHGs):

k. Location of household goods upon receipt of notification of PCS assignment to Korea: (Annotate if not requesting government movement of household goods)

l. Location at which dependents will reside in the ROK if Command Sponsorship is approved. Annotate if you moved your family to a designated location and are requesting further Travel and Transportation benefits IAW MILPER Message 09-040.

m. Date of movement of dependents to current location and at whose expense.

n. Present DEROS: _____ ETS date: _____

"I understand that this action will not be processed if I do not have sufficient time remaining in service (SM will have the option to reenlist or extend to meet the Service Remaining Requirement. If I fail to provide a copy of the retention documents to the appropriate representative, then this request will be withdrawn." _____ initial

2. Clearly circle, underline, or check one option from each of the following:

a. I am/am not in receipt of PCS orders or assignment instructions.

b. I do/do not have Foreign Service Tour Extension (FSTE) pending.

c. I have requested or received approved AIP? () Yes () No. If yes, attached a copy of AIP document.

d. I understand that if I have previously elected AIP and am currently stationed in Area's II through V, I must circle one of the following options in accordance with MILPER Message 09-127.

(a) Stop my AIP entitlement and recoup all monies paid as I elect to serve the 24 month accompanied tour. If I later wish to elect AIP, I will have to reapply.

(b) Continue my AIP payment as I elect to serve the 36 month accompanied tour

e. I understand that if I have a home base or sequential assignment, it will be cancelled should this request be approved: () YES () NO

f. This request for Command Sponsorship is submitted with the full understanding that should it be approved, the effective date of approval will be the date that all necessary documents are received by EUSA G-1 and all other requirements and processing procedures are completed: () YES () NO

Soldier's Signature
Name/Grade

Annex A - Transfer of Command Sponsorship between Areas (Area I-V)

1. The following documents are required when requesting to transfer a CS Soldier from one Area to another (Example Soldier transferred from Area I to Area III):

a. Transfer request memorandum (Annex 1 to Appendix 4)

b. DA Form 5888 R (Sep 02) - Family Member Deployment Screening Sheet (*The DA Form 5888 is only valid for one year from the date of signature block #11e. The DA Form 5888 must be authenticated in block #8 by S-1. The DA Form 5888 must have appropriate Army EFMP Medical Review stamp affixed in the upper right hand corner.*)

c. DD Form 2792 (Nov 06) - Exceptional Family Member Medical Summary (*Only if a family member is enrolled or warrants enrollment in EFMP.*)

d. DD Form 2792-1 (Nov 06)- Exceptional Family Member Special Education/Early Intervention Summary (*Only if a family a member is enrolled or warrants enrollment in EFMP; a current IEP or IFSP is required for all educational enrollments.*)

2. CS packets will be submitted through the losing MPD and forwarded to USAG-Y MPD at CSP-Korea@korea.army.mil. Upon receipt of a complete CS packet USAG-Y MPD will confirm pin-point assignment using SMS, EDAS and e-TOPMIS and forward the request to the gaining MSC for decision determination (O6 Level). USAG-Y MPD has one working day to complete this process. **Step #1.** The MSC will review the CS request and make a decision whether the command will approve or disapproved the request; if approved identify projected assignment location. The gaining MSC has seven working days to make a determination and return their decision back to USAG-Y MPD. **Step #2.** Upon confirmation of MSC approval/disapproval and assignment projection location, USAG-Y MPD will forward the request to EFMP for screening. USAG-Y-MPD has one working day to complete this process.

3. USAG-Y MPD will forward the request and supporting documentation for Command Sponsorship to EFMP for screening. EFMP will screen Family members traveling to Korea for Korea-wide services availability and send appropriate notification to MPD. EFMP has three working days to complete this process. **Step #3.**

4. After EFMP screening, the USAG-Y MPD will forward CSP application to DoDEA to enter dependent data into DODDS metering tool and determine availability for school. USAG-Y MPD has one working day to complete this process.

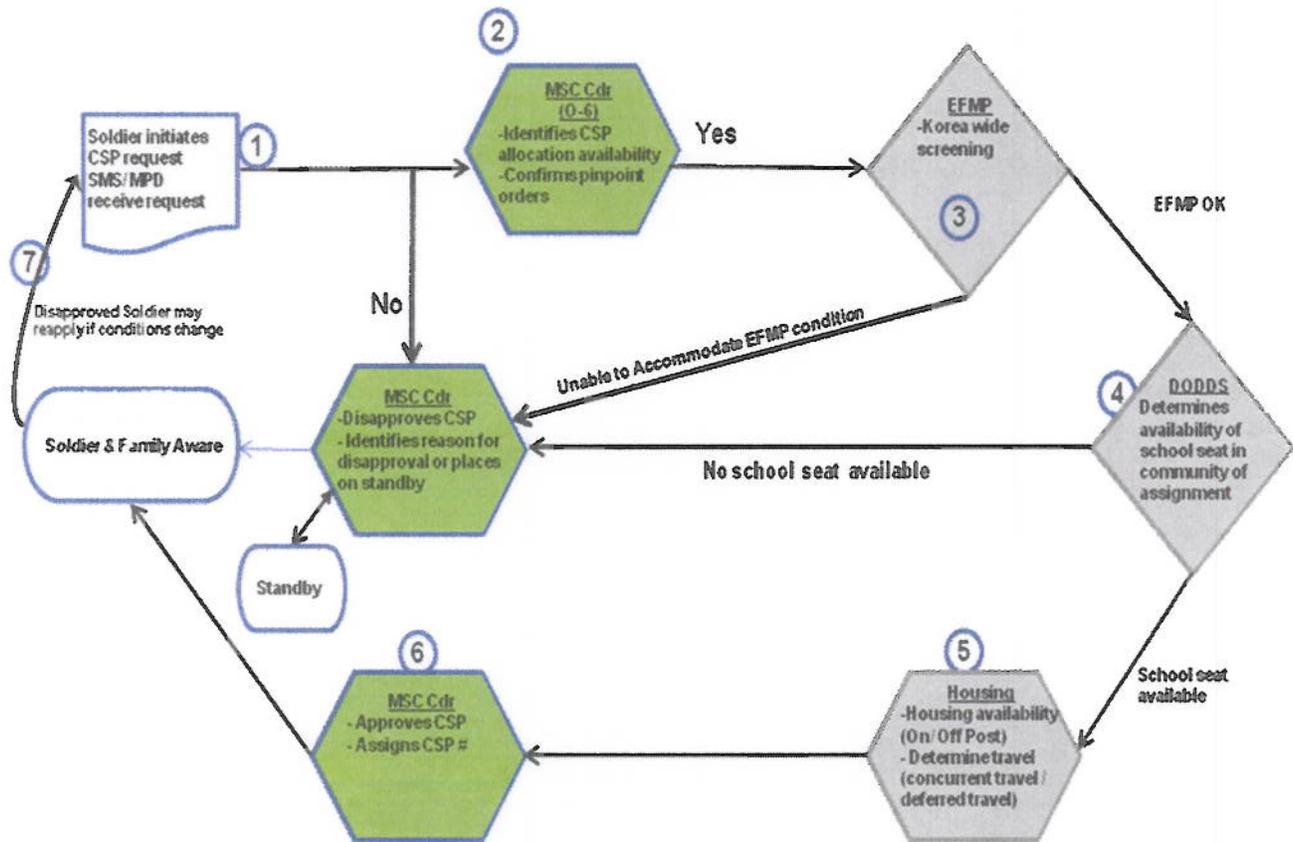
5. DoDEA will enter dependent into DoDDS metering tool and determine availability for school. DoDEA school manager has two working days to complete this process. **Step #4.**

6. Once, DoDEA has completes the screening process a decision must be returned to USAG-Y MPD. USAG-Y MPD will forward the request to the Housing office for availability of quarters. USAG-Y MPD has one working day to complete this process.

7. Housing office will determine availability of quarters on-post or quarters on the economy and recommend concurrent or deferred travel based on housing availability. Housing has two working days to complete this process. **Step #5.**

8. Once USAG-Y MPD receives appropriate concurrence and travel determination from housing, the USAG-YMPD will send the request to the gaining MSC. USAG-Y MPD has one working day to process action.
9. Once USAG-Y MPD receives appropriate concurrence, they will forward the packet to the gaining MSC for assignment of CS# in PIMSK, generate CS memorandum and adjust DEROS in eMILPO. MSCs have two working days to complete this process. **Step #6.**
10. USAG-Y MPD will prepare travel authorization memorandum and send it to the losing installation, gaining Brigade S-1 CSP Manager, housing, EFMP, IMCOM-K, and CDC/YS regional coordinator. USAG-Y MPD has one working day to complete this process. **Step #7.**

Appendix I - Command Sponsorship Flowchart



Appendix II – Transfer Request Memorandum

**DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT # 15236
APO AP 96205-5236**

REPLY TO
ATTENTION OF:

EAGA-PP

XX July 2008

MEMORANDUM THRU: USAG-Y, MPD, APO AP 96205

FOR Commander, (Unit Approval Authority - O6 Level Only)

SUBJECT: Request for Transfer of Command Sponsored Soldier

1. Request transfer (name, grade, CSP number) from Area XX to Area XX. Brigade Commander has approved this move.
2. Request new CSP number, necessary changes to the Command Sponsored Position list (CSPL) and provide full cost authorization.
3. The POC for this office is 000 at (Telephone number)

FOR THE COMMANDER:

2 Encls

SIGNATURE

1. DA Form 5888 (Only valid a year)
2. Reassignment orders

Appendix III - Joint Domicile (JD)

1. This document outlines the procedures to request Joint Domicile for both in country and out of country.
2. The following documents are required to process a Joint Domicile (JD) requests:
 - a. DA Form 4787 R – Reassignment Processing from each Service member. For in-country requests, Bde S-1 CSP Manager will complete and forward to MPD a JD request form and will include copy of the PCS and pinpoint orders.
 - b. Request for Orders (RFO) for officers and EDAS printout of Assignment Instructions for enlisted assigning the Soldier to Korea.
 - c. Copy of ERB/ORB.
3. For each Service member bringing dependents to Korea, they must also apply for CSP. The following documents are required for the CSP request:
 - a. DA Form 5888 R (Sep 02) Family Member Deployment Screening Sheet (*The DA Form 5888 is valid for one year from the date of signature in block #11e. Block #8 must be authenticated by the S-1 and have the appropriate EFMP stamp.*)
 - b. DD Form 2792 (Nov 06) - Exceptional Family Member Medical Summary (*Only if a family member is enrolled or warrants enrollment in EFMP*).
 - c. DD Form 2792-1 (Nov 06) Individual Education Program (IEP) and Individual Family Service Plan (IFSP)- Exceptional Family Member Special Education/Early Intervention Summary (*If a family member is enrolled or warrants enrollment in EFMP; in addition to the DD 2792-1, a current IEP or IFSP is required as well*).
 - d. Soldiers assigned to Area I, Donducheon enclave (CP Casey, Hovey, Castle, and Mobile) and Uijeongbu enclave (CP Red Cloud, CP Jackson, CP Stanley) are required to sign the benefits limitation counseling memorandum as per USFK Policy Letter #26.
4. JD packets will be submitted through the losing MPD and forwarded to USAG-Y MPD at CSP-Korea@korea.army.mil. Upon receipt of a complete JD packet USAG-Y MPD has two working days to process the inbound JD/CSP request. Incomplete packets will be returned to losing MPD for completion. USAG-Y MPD has one work day to complete this process.
5. USAG-Y MPD will forward the request and supporting documentation for Command Sponsorship to EFMP for screening. EFMP has three working days to complete this process.
6. Once USAG-Y MPD receives appropriate concurrence, they will forward the packet to ACofS G-1 to obtain approval and a Command Sponsorship number. ACofS G-1 will resolve any assignments issues prior to forwarding the action to housing. Disapproved actions for other than EFMP will be forwarded to ACofS G-1 for final determination. ACofS G-1 has three working days to complete this process.
7. USAG-Y MPD will prepare travel authorization memorandum and send it to the losing installation, gaining Brigade S-1 CSP Manager, housing, EFMP, and IMCOM-K CDC/YS regional coordinator. USAG-Y MPD will adjust DEROS as necessary as required to ensure Soldier meets the requirements for Command Sponsorship. USAG-Y MPD has two working days to complete this process.

Appendix IV - Command Sponsorship Codes

1. The following Codes will be used in combination with the appropriate command sponsorship number to ensure a common operating picture in tracking and supporting Soldiers and their Family members. Eighth United States Army G-1 will publish information as changes occur and will serve as the proponent for this procedure.
2. The primary purpose for the command sponsorship codes is to identify where the Family resides and receive their support and for database accuracy.
3. The table below identifies the Command Sponsorship Codes for the Korean Theater:

AREA	LOCATION	CODE	SAMPLE
AREA I	DONGDUCHEON	Q	Q-0901
AREA I	DONGDUCHEON (Family resides in Area II)	X	X-0901
AREA I	CRC Enclave (CRC, STANLEY AND JACKSON)	R	R-0901
AREA I	CRC Enclave with Family resides in Area II	Z	Z-0901
AREA II	SEOUL	S	S-0901
AREA III	HUMPHREYS	H	H-0901
AREA IV	TAEGU	T	T-0901
AREA IV	PUSAN	P	P-0901
AREA V	OSAN	O	O-0901

Appendix V – Exceptional Family Member Screening Process

STEP BY STEP FAMILY MEMBER SCREENING PROCESS FOR ARMY SERVICE MEMBERS CURRENTLY IN KOREA

Step 1:

- a. Service member (SM) obtains DA Form 5888 (September 2002) and in consultation with his or her S1 completes blocks 1-7.
- b. If SM is applying for an OCONUS to OCONUS move, FSTE, AIP, Inter-Theatre Transfer or In-country Command Sponsorship, only those DEERS eligible Family Members (FMs) who will be accompanying the service member will be screened and listed in block 7 in Part A of the DA 5888 (Sep 02).
- c. If SM is applying for an addition to orders (newborns and other newly acquired Family members such as adoptions and marriages), then ONLY the new FMs need to be listed.
- d. SM obtains a DA Form 7246 (June 2009) and completes the form as directed. FMs listed on the DA 7246 should coincide with those listed on the DA 5888.

Step 2: Unit S1 or Personnel Representative must verify SM dependents by completing Block 8 (to include a signature). **This must occur prior to submitting the DA 5888 and DA 7246 to the medical screening authority for completion of Part B of the DA 5888.**

Step 3:

- a. If all FMs have a documented routine physical examination in the military health system within the past year, SM can e-mail the completed DA 5888 and DA 7246 to the EFMP Office at EFMP.Korea@amedd.army.mil for records review and completion of the DA 5888. Newborns born at the 121st in Korea do not require an additional physical examination. Newborns born at a Korean Hospital will need to schedule a well child exam.
- b. If FMs have been receiving civilian medical care, SMs need to include a recent physical examination completed within the past year for the EFMP Office to review and completion of the DA 5888.
- c. If the above conditions cannot be met, the SM will make a Primary Care appointment with any Military Treatment Facility for completion of blocks 9 and 10 of the DA 5888. SM will bring the completed DA Form 7246 to the appointment. After the appointment, SM can e-mail the DA 5888 and DA 7246 to the EFMP Office at EFMP.Korea@amedd.army.mil for completion of the DA 5888.
- d. If FMs are not residing in Korea completion of the DA 5888 must be done at the nearest Active Duty Army EFMP Office where you FMs are residing. Step 3 b applies if the FMs are being seen by a civilian provider. The EFMP Office will assist the SM with completion of the 5888. A Family Member Contact Information Sheet will need to be filled out.

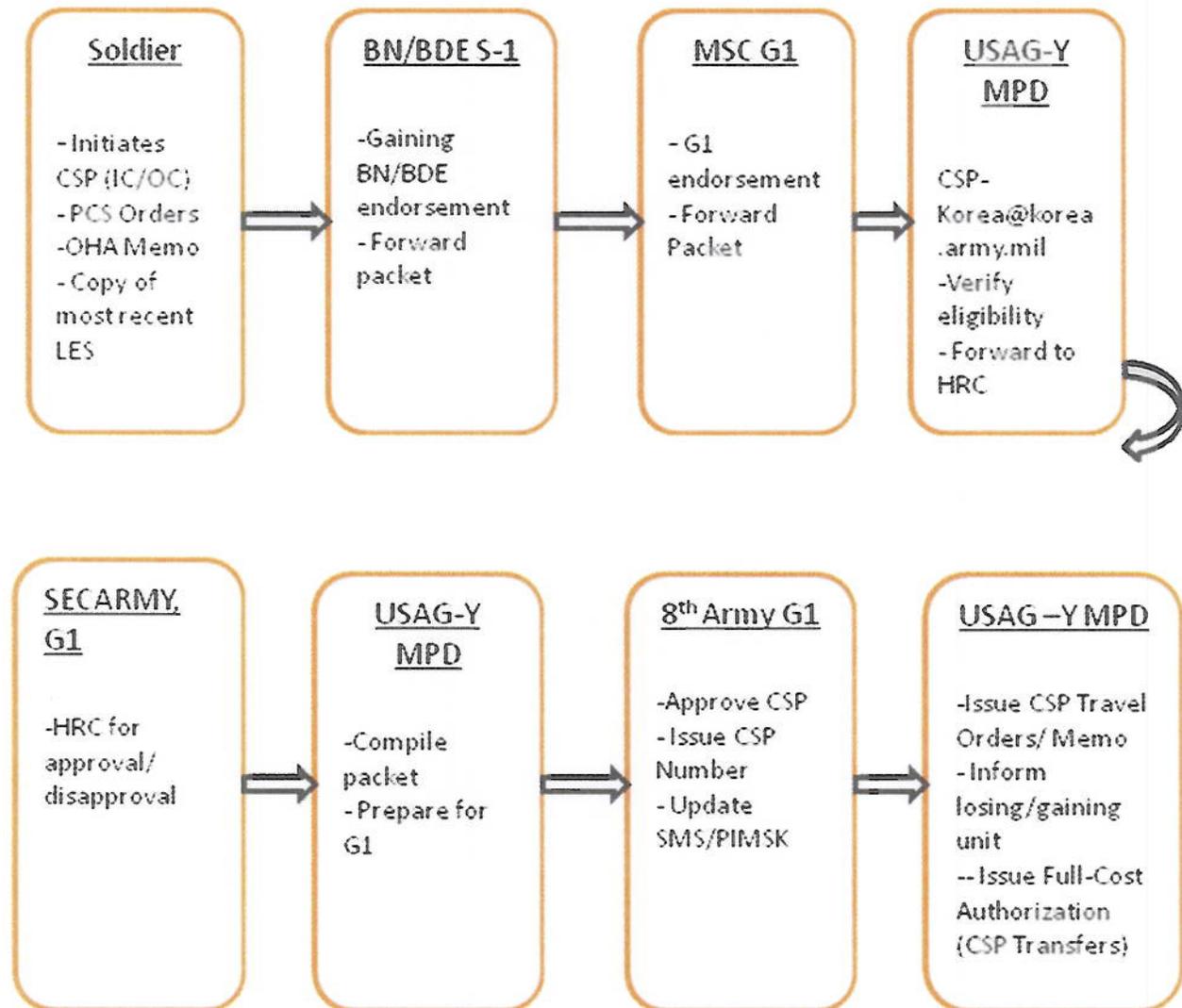
Step 4: The EFMP Office will finalize the DA 5888 by signing in block #11 and affixing the appropriate Army EFMP Medical Stamp in the upper right hand corner of the form. The DA 7246 remains on file at EFMP attached to a copy of the completed DA 5888. SM can now turn in the completed DA 5888 to his or her unit S1 or Personnel Representative for additional and final processing

- All forms can be found at www.korea.amedd.army.mil under EFMP, Resources.

Appendix VI - OHA Secretarial Waiver Request

1. OHA Secretarial Waiver: OHA Secretarial Waiver is a special exception granted for Soldiers that are assigned to Area I, but have a special EFMP or educational need to have their Family members reside in Area II. Upon approved Secretary of the Army Overseas Housing Allowance (OHA) Waiver, Soldiers in non-key billet accompanied tours will be allowed to receive the OHA Rate for Area II. (Note: Soldiers who are assigned to areas other than Area I cannot submit an OHA Secretarial Waiver to have family members reside in Area II).
2. Eligibility: To be eligible for an OHA Secretarial Waiver Soldiers must have a documented EFMP limitation that requires medical support in Area II, or educational requirements in Area II
3. The following documents are required to process an OHA Secretarial Waiver:
 - a. OHA Secretarial Waiver request, including Soldiers signature and the gaining O5 Commander's signature.
 - b. Endorsement by the Soldier's gaining G-1 or equivalent.
 - c. PCS orders assigning the Soldier to Korea and pinpoint orders if the Soldier is in-country.
 - d. Copy of most recent LES.
4. OHA Secretarial Waiver requests will be submitted through the losing MPD (for out-of-country) or from the Bde S-1 CSP Manager (for in-country) to USAG-Y MPD at CSP-Korea@korea.army.mil. OHA Secretarial Waivers not meeting the criteria listed above, will be forwarded to ACoFS G-1 for eligibility determination. Requests not meeting the criteria will be disapproved and returned to the Bde S-1 CSP Manager or the losing MPD
5. Upon receipt of required documents listed in 3 above, USAG-Y MPD will complete the OHA Secretarial Waiver packet. USAG-Y MPD has two working days to forward the packet to the Secretary of the Army, G-1 for final determination. Historically, the final determination takes between 3-4 weeks.
6. Upon final determination from the Army G-1, USAG-Y MPD will notify the Bde S-1 CSP Manager or losing MPD and publish applicable orders.

OHA Secretarial Waivers Flowchart



NOTE: Secretary of the Army, G-1, normally takes 3-4 weeks for final determination

Request for OHA Secretarial Waiver (SAMPLE)

OFFICE SYMBOL:

DATE:

MEMORANDUM THRU:
Gaining Battalion Commander
MSC G-1

FOR: IMCOM-KOREA HRD-MPD, Unit #15472, APO AP 96205

SUBJECT: Request for OHA Secretarial Waiver

1. In accordance with Note 4b in Appendix Q of the Joint Federal Travel Regulation concerning overseas tour lengths for Korea, I request that I be granted a Secretarial Waiver for my Family to receive Overseas Housing Allowance at the Seoul rate from _____ (arrival date) to _____ (DEROS). The below information is provided to substantiate my request:

- a. Justification for the request:
- b. Name:
- c. Grade:
- d. SSN:
- e. PMOS:
- f. Unit and installation of assignment:
- g. Arrival date in Korea (provide RFO or orders):
- h. Family Member Data:

Name	Date of Birth	School Grade Level	EFMP (Y/N)

2. For more information, I can be contacted at:

a. Email Contact: _____

b. Phone Contact: _____

c. Current Address: _____

SOLDIER'S SIGNATURE

Request for OHA Secretarial Waiver Checklist

OHA WAIVER CHECKLIST

IC/OC: _____ NAME: _____

GRADE: _____ ARRIVAL DATE: _____ MSC: _____

LOSING MPD (if OC): _____

DATE OF REQUEST: _____

DATE SUBMITTED TO DA: _____ (Initials) _____

APPROVED/DISAPPROVED DATE: _____

ENTER DATE RECEIVED AT HRD-M

Soldier Request Memo _____

Gaining BN CDR Endorsement _____

Gaining MSC G1 Endorsement _____

Copy of Original Orders to Korea (All Requests) _____

Copy of current LES _____

Copy of CS memo or orders _____

COMMENTS:

Office Symbol

13 December 2010

MEMORANDUM FOR Commander, IMCOM-Korea, USAG-Y, Military Personnel
Division, Area II, Unit# 15742, APO AP 96205-5742

SUBJECT: Request for Command Sponsorship on Doe, John A., 123-45-6789, MOS

1. LTC Doe, John M. Command Sponsorship request is as follows:

Approved (**CSP# S1234, 8th Army**)

Disapproved due to non-availability of Command Sponsored positions within
180 days of projected report date

Disapproved based on medical review

Disapproved due to non-availability of DoDEA school position(s) upon projected
report date

Disapproved due to non-availability of government quarters.

2. Point of contact.

JIMMY F. SANDERS
COL, AG
Commanding

Office Symbol

Date

MEMORANDUM THRU (Coordinated Unit)

MEMORANDUM THRU Eighth Army G1, Attn: HRSD, APO AP 96205

MEMORANDUM FOR: Commander, IMCOM-Korea, USAG-Y, Military Personnel
Division, Area II, Unit# 15742, APO AP 96205-5742

SUBJECT: Request to Swap CS slot(s)/Amendment of Command Sponsor Orders for CPT
Doe, John F.

1. Request amendment to CPT Doe, John F. Command Sponsorship orders to reflect CS slot number change from (Old CS slot#) allocated to (Unit Name) to (New CS slot#) allocated to (Current Unit Name) effective (Date).

*Multiple requests may be submitted on one memorandum

2. Point of contact.

JOHNNY P. APPLESEED
COL, AG
Commanding
(UNIT)

DERRICK C. LUKE
COL, SC
Commanding
(UNIT)