IMPC-HI-HR

INFORMATION PAPER

EARLY RETURN OF DEPENDENTS

1. Purpose. To provide information on processing procedures for Early Return of Dependents (ERD) from 25th Infantry Division and U.S. Army, Hawaii.

2. Reference. Paragraph 5-8, AR 55-46 (Travel Overseas) and Paragraph **U5900, JFTR,** authorize the Early Return of **command sponsored Family members** to a designated place in the United States under unusual/emergency circumstances and for extreme situations that have developed after arrival at the overseas permanent duty station (PDS)

3. Processing requirements: The processing time line is 14 days from start to finish. The battalion PAC will have 7 days to complete this action once the Soldier submits documentation i.e. documents receive by PAC, endorse by LTC or above. The Directorate of Human Resources (DHR) will have 3 days to complete the action i.e. receive request from unit, check and verify documents, prepare endorsement to be signed by Director of Human Resources or Garrison Commander. The request must be accompanied with a letter of lateness from the Battalion Commander if submitted to DHR later than 14 days. If no letter of lateness, no action will be taken and the action will be returned to the unit.

4. The following documents will be submitted for processing:

a. DA Form 4187 containing the following information in the Remarks Section:
(1) Reason for the request, i.e. Marital, Financial, Medical, Educational, Family Hardship, etc, with extenuating support documentation.
(2) Family Member(s) Name (Last, First, MI), Relationship, Date of Marriage (Spouse) and Date of Birth (Children).
(3) Current address
(4) Destination address **(must include a zip code)**
(5) Request for shipment of HHG and/or POV
(6) Point of contact telephone number for the PAC or company commander
(7) Statement that the request will not have any effect on DEROS or tour of duty in Hawaii.

b. Copy of PCS orders bringing Soldier and Family member(s) to Hawaii. If Family's names are not on the PCS order, include copy of command sponsorship or dependent travel order.

c. Copy of **current** ERB/ORB.

d. Copy of **current** DD Form 93 **reflecting current address' of dependents (Do not include copy of the SGLI in the packet)**

e. Statement from Soldier providing the circumstances, explaining fully the nature of the request (See Encl. 1).

f. Spouse's statement of concurrence with the request. Must include acknowledgement that return of dependents to Hawaii will not be at government expense and re-commend sponsorship will be difficult to obtain, if at all.

g. Soldier and Company Commander Statement; must be signed by both Commander and Soldier.

h. Recommendation(s) from religious advisors, mental health agencies, financial management counselors, or from medical, educational, financial, Family counselor, and, or legal experts as applicable or appropriate. There must be a minimum of 2 recommendations from various agencies.

(1) **Marriage** – recommendation from the **Marriage Counselor/Behavior Health Intake Service/Family Counselor** (telephone number: **433-8600**). Recommendation must indicate the seriousness of the situation in addition to the recommendation from the chaplain. (Include any counseling statements that indicated that the Soldier and spouse have been trying to work things out.) If Soldier moved into the barracks, provide proof of when he/she moved.

(2) **Divorce** – Copy of court order/final divorce decree.

(3) **Education or Housing** – Statement from Department of Education or Housing that inadequacy of Educational facilities or housing was caused by conditions beyond the Soldier's control and that knowledge of those conditions arose after dependent(s) began to travel to Hawaii.

(4) **Medical** – Tripler EFMP Clinic (telephone number: 433-4441) Must have recommendation from EFMP that medical treatment is not available in Hawaii.

(5) **Extreme Family Hardship** – Examples such as death, serious illness, or incapacitation of a dependent who ordinarily cares for a member's minor dependents or the need to take care of other immediate Family members under hardship conditions. Provide documentation to substantiate hardship and the need for the Family to return to CONUS or to a designated location.

(6) Disciplinary proceedings resulting in punitive discharge or confinement – Copy of courts-martial charges or order.

i. **Financial** - Recommendations from ACS/Financial management counselor is **mandatory**. Must provide LES, bills, and commander's statement to ACS Financial counselor to obtain a financial statement.

j. **Chaplain** - Recommendation from a religious advisor. Chaplain must concur that the problem or situation occurred after arrival at this command and local resources cannot resolve the problem.

k. **Command endorsement(s)** to the request should be forwarded to the Director Of Human Resources, US Army Garrison, Hawaii, ATTN: IMPC-HI-HR, Schofield Barracks, HI 96857, **signed by at least a LTC-level Commander or Above.**

l. A checklist for assembling a request for early return of dependents (See Encl. 2).

m. ERD Flow Chart (See Encl. 3).

5. Family members who travel prior to issuance of orders will not be authorized reimbursement for travel performed. A request for shipment of HHG and/or POV, after Family member(s) have already traveled, will be submitted based upon the same requirements as ERD.

6. Point of contact for this action is Family Travel at 655-1804/9272, Fax 655-4374.

NOTE. Deployments do not meet the criteria for an Early Return of Dependents.