

### **Checklist for Early Return of Dependents (ERD)**

- DA Form 4187: Signed by Soldier's Company and Battalion Commanders
- Assumption of Command Memo/Orders: Required only if DA 4187 is not signed by the Soldier's Commander
- Complete copy of PCS orders assigning Soldier and Dependents to Okinawa (including amendments)
- Copy of Command Sponsorship Memorandum, if applicable.
- DD Form 1172: Form must be within 30 days of ERD application. Issued and signed by an ID Cards/DEERS office listing all returning dependents.
- Legible Copy of Passport for all departing Dependents
- HQAJ Form 3675 (Application for Travel): Completed and signed
- Copy of Current ERB/ORB
- Soldier's Statement: Written memorandum from Soldier requesting ERD with justification and attached substantiating documents.
- Memorandum from Soldier's Commanding Officer containing recommendation and explanation of the Soldier's situation, including what measures the Command and Soldier have taken to attempt to resolve the situation and why return of the Family Member is necessary to resolve the situation.
- Supporting Recommendations Documentation (as applicable): For example: Chaplain, mental health agencies, financial counselors, medical, and education experts.
- Statement from Soldier and spouse acknowledging they have been counseled that an ERD is only to be used as a last resort, that return will affect Soldier's COLA and Government housing status, return travel of the Dependents to Okinawa at Government expense is not authorized and that Command Sponsorship will be difficult to obtain, if Family Members return at their own expense after the ERD travel.
- SJA Memo: Legal review of the action from USARJ SJA, Torii Station for Command directed ERDs (MPD coordination responsibility ONLY).