

Do you need to begin the dependent **Command Sponsorship Request** process?

Yes→ Review all statements and mark the box if the statement applies to your situation.

<input type="checkbox"/> The Sponsor is already stationed at Ramstein or one of our Geographically Separated Units (GSU) -AND- <input type="checkbox"/> The Sponsor has a new dependent because of marriage, spouse's separation from service, birth, custody, guardianship, or adoption	<input type="checkbox"/> The person was a dependent before the PCS* , to Ramstein/GSU but did not complete MyVector clearance <input type="checkbox"/> The dependent(s) received Travel Not Approved or Red Determination <input type="checkbox"/> The dependent(s) are already here and are applying for reconsideration <i>* Exception: If you were married en route to Ramstein/GSU, you are eligible for this process.</i>
If both boxes are marked, you are eligible for Command Sponsorship through this process.	If any boxes are marked, complete only Step 2 at this time to contact EFMP-M for further instruction. <i>Note: Include information about which boxes were marked</i>

Step 1: Email MPF: 786fss.fspd.derosmanagement@us.af.mil (for Ramstein MPF) or det1786fss.fsmpd@us.af.mil (for Stuttgart MPF)

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Request initial MPF Command Sponsorship Package

Step 2: Email EFMP-M: usaf.ramstein.86-mdg.mbx.efmpm@health.mil

Subject of your email should be: Command Sponsorship Request (Sponsor Full Name, Rank)

In the body of the email, include:

- ☐ DoD Identification number
- ☐ Date Sponsor signed in at Ramstein/Geographically Separated Unit
- ☐ Date the individual officially became a military dependent (marriage/adoption/etc.)
- ☐ Request for forms and instructions

Please allow 1 week for response.

Step 3: During this week, collect the dependent's updated records from the last five years
 Include all **immunizations**, **medical** records, **medication** records, and **specialty needs/care**

****Have you received an email from EFMP-M that contains forms and instructions?****

No, and it has been more than 1 week→ {Contact EFMP-M: +49 06371-46-2375}

Yes→ Step 4: Fill Out Forms

- ☐ Ramstein Command Sponsorship Request Worksheet
- ☐ AF Form 1466
- ☐ Ramstein Form 1466 Interview Screener
- ☐ DD Form 2792 (must be signed by a medical provider)
- ☐ DD Form 2792-1 (if needed, must be signed by an educational provider)
- ☐ Family Member Travel Screener (FMTS) Worksheet for each dependent

****Have you filled out all forms and gathered the medical records in Step 3?****

No, and I need further assistance→ {Contact EFMP-M: +49 06371-46-2375}

Yes→ Complete Page 2

****Optional: Is everything on this form correct, easy to understand, and up-to-date?****

No→{provide feedback via email (usaf.ramstein.86-mdg.mbx.efmpm@health.mil) so we can improve our services}

Page 2: New Command Sponsorship Request

Step 5: Submit Documents using your official military email address

- A. **Open the Official Sponsorship Request** message thread and **'REPLY'** to EFMP-M
B. **Upload and attach** the following completed files:

- ☐ Ramstein Command Sponsorship Request Worksheet
- ☐ AF Form 1466
- ☐ Ramstein Form 1466 Interview Screener

For each new dependent:

- ☐ DD Form 2792: Family Member Medical Summary
- ☐ DD Form 2792-1: Special Education Summary (if needed)
- ☐ Family Medical Travel Screener Worksheet (FMTS)
- ☐ Immunization Records
- ☐ Medication Records
- ☐ Medical Records (including Newborn Letter if applicable)
- ☐ Description of Specialty Care (dermatology, cardiology, mental health, speech, etc.)

- C. **Send Email** *Please allow 90 days for processing*

Note: During this time, we may contact you for additional information, correction, or clarification. Regularly check your email and respond promptly to reduce processing time.

****Have you received an email from EFMP-M with a completed AF Form 1466?****

No, and it has been more than 90 days→ {Contact EFMP-M: +49 06371-46-2375}

Yes→ Step 6: Open AF Form 1466 to page 5

If a dependent's name is in the **top left section**, **they are approved** for command sponsorship.

****Is your dependent's name listed in the top left section?****

No→ {Travel Not Approved; additional comments are located at the bottom of the page}

I have questions→ {Contact EFMP Special Needs Coordinator: +49 06371-46-2375}

Yes→ Step 7: Turn in the signed and completed AF Form 1466 to MPF along with your other MPF command sponsorship requirements (from step 1).

****The MPF will provide you with a Command Sponsorship Memo or Amended Orders**

Step 8: Enroll your approved dependent(s) in Tricare ISOS

- A. Visit your Tricare Enrollment Office (Ramstein Clinic's is: Building 2114) **within 90 days**.
Bring:

- ☐ **Identification** for Sponsor and all involved dependents
- ☐ **Copy of AF Form 1466: Command Sponsorship Memo**

- B. Attach one copy of the memo to the Sponsor's orders.

This should remain connected for the duration of the assignment at Ramstein/GSU.

****Has your dependent's Tricare status been updated?****

No→ {Contact Tricare Enrollment: +49 06371-46-2375}

Yes→ You have successfully completed the New Command Sponsorship process.

Your new family member now has access to a wide variety of benefits and support.

****Optional: Is everything on this form correct, easy to understand, and up-to-date?****

No→{provide feedback via email (usaf.ramstein.86-mdg.mbx.efmpm@health.mil) so we can improve our services}