

**ADMINISTRATIVE TOOL
FOR
SOLDIERS REQUESTING A COT TO ALASKA, HAWAII, KOREA OR THE PACIFIC**

Developed for Soldiers who are requesting a consecutive overseas tour to one of the above locations

1. Contact your local Military Personnel Division (MPD) to start the paperwork. You will need:
- request for Consecutive Overseas Tour (COT) using the **DA Form 4787** (Personnel Action), signed by the Soldier
 - proof of Family member status (birth certificate, marriage license, etc.)
 - completed Part A of the DA Form 5888, Family Member Deployment Screening Form, authenticated by your local Military Personnel Division
 - proof of custody, as applicable
 - copy of your enlisted record brief or officer record brief

NOTE: If deployed, Part A of the DA 5888 can be authenticated electronically by Personnel.

CHECK WITH YOUR MPD FOR ANY ADDITIONAL PAPERWORK YOU NEED TO SUBMIT

2. Make sure your Family is enrolled in DEERS and TRICARE, if not already enrolled
3. Be aware that you will have a “with dependent” tour requirement upon approval of the consecutive overseas tour and Family travel. You may be required to extend or re-enlist in order to meet tour requirements.
4. Contact your local military health clinic Exceptional Family Member Program (EFMP) Case Coordinator to schedule an appointment for your Family member’s overseas EFMP screening. Bring the DA 5888 (signed by Personnel) and your Family with you to the scheduled appointment. The health clinic EFMP case coordinator will provide any further instructions. If a Family member resides in the states (i.e. college, etc.), please follow the Stateside Screening process on the reverse.
5. After the health clinic EFMP screening, take the completed DA 5888, DA 4787, and any EFMP paperwork * to your local personnel office along with the supporting documents listed in number 1 above. The local personnel office will contact IMCOM-E Family travel office for the gaining command Family travel office point of contact and process all paperwork to the gaining command. **ORDERS ARE NOT TO BE PROCESSED UNTIL APPROVED FAMILY TRAVEL IS RECEIVED FROM GAINING COMMAND FOR NEW LOCATION**
6. Contact your local Army Community Service (ACS) Exceptional Family Member Program (EFMP) Manager if you have any questions concerning Family members with special medical or educational needs.

* Includes DD 2792, DD 2792-1, Individualized Family Service Plan (IFSP), Individual Education Program (IEP), as applicable. See DD forms for Privacy Act information and use of the medical information provided on the form.

**START EARLY AND KEEP INFORMED OF THE PROGRESS
OF YOUR REQUEST**