

**ADMINISTRATIVE TOOL
FOR
SOLDIERS REQUESTING AN INTRA-THEATER TRANSFER IN EUROPE**

Developed for Soldiers who are requesting an intra-theater transfer in Europe

1. Contact your local Military Personnel Division (MPD) to start the paperwork. You will need:
- request for Intra-Theater Transfer (ITT) using the DA Form 4187 (Personnel Action), signed by your commander
 - copy of your orders
 - proof of Family member status (birth certificate, marriage license, etc.), as applicable
 - 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
 - letter from current and/or gaining Commander supporting the ITT *
 - Enlisted Record Brief (ERB) or Officer Record Brief (ORB) *

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 complete your current tour at a different location in Europe with dependent requirement upon approval of the intra-theater transfer.
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 4187, and any EFMP paperwork ** to your local personnel office. If your Family has EFMP issues, the paperwork will be submitted to IMCOM-E Family travel office for further processing. If no EFMP issues are identified, your local personnel office will process your request for command sponsorship. **ORDERS ARE NOT TO BE PROCESSED UNTIL EFMP IS CLEARED 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

* Optional paperwork if requested by Command

** 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**