Command Sponsorship Checklist – Hawaii/Alaska:

- **PCS Orders**
- **DA 5888 & DA 7246**
  - **The DA 5888 and the DA 7246 is now generated by the E-EFMP system**

- **Physical Exam Documentation – one physical per family member**
  - ✓ If your family members already have a current (within 12 months of actual PCS date) school entrance physical, well-baby care exam, or annual physical completed, they do not need to complete the physical form provided. The physicals completed previously will suffice for this requirement, as Tricare will only cover one physical exam per year.
  - ✓ Each child under 5 years of age will need an age specific ASQ-3 Questionnaire completed by parents and endorsed by a physician. This questionnaire is in addition to a well-baby care exam or a similar physical completed by a physician.
  - ✓ You will need to provide a vaccine record for each dependent under the age of 18
  - ✓ **YOU DO NOT HAVE TO HAVE THE PHYSICAL COMPLETED AT A MILITARY INSTALLATION OR BY A MILITARY PHYSICAN. YOUR CURRENT FAMILY PHYSICAN CAN SIGN OFF ON ANY REQUIRED MEDICAL DOCUMENTS.**
- **MEDCOM Form 756 – one form per family member**
  - ✓ This form will allow the Fort Lee EFMP office to contact you or your family members regarding the questions addressed on the 7246 & physical form
- **DA 4787**
- **DA 5121**
  - ✓ 36 Months “with Dependents”
- **DD 2792 and/or 2792-1 (only if applicable)**
  - ✓ If your child is enrolled in the EFMP program, needs early intervention, is currently on an IEP at school.
  - ✓ These documents are used to evaluate any programs/medical professionals your child may need to utilize.

***Please upload all medical forms to E-EFMP and send your STP, the DA 4787 and DA 5121 to**
Ms. Samantha Steffen via email.

***If you have any questions pertaining to the Command Sponsorship process or need assistance completing these documents, please reach out to Samantha at samantha.n.steffen.civ@army.mil or in room 152, near the Hall of Heroes.**