Command Sponsorship Checklist – Japan:

- **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 I 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 your family members regarding the questions addressed on the 7246 & physical form
- **DA 4787**
- **DA 5121**
  - ✓ 36 Months “with Dependents”
- **Soldier Declaration Memorandum**
- **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.**