

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

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

Request initial MPF Command Sponsorship Package

**Step 2: Email EFMP-M:** [usaf.ramstein.86-mdg.mbx.efmpm@health.mil](mailto: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](mailto: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 2 weeks 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 2 weeks* → {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 only the signed and completed AF Form 1466 to MPF (all pages)**

**\*\*Did you receive a Command Sponsorship Memo?\***

*No* → {Contact MPF for assistance 786.fspd.derosmanagement@us.af.mil}

**Yes** → **Step 8: Enroll with Tricare**

- 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}