

**CHECKLIST
FOR
SOLDIERS REQUESTING A MEDICAL COMPASSIONATE RE-ASSIGNMENT**

*Developed for Soldiers who are requesting a medical compassionate re-assignment
Please refer to the attached Information Paper.*

1. Contact your local Military Personnel Division (MPD) to start the paperwork. You will need:
- request for Compassionate Re-assignment using the DA 3739 (Application for Compassionate Actions)
 - copy of your orders
 - proof of Family member status (birth certificate, marriage license, etc.), as applicable
 - proof of custody, as applicable
 - letter from local health clinic stating diagnosis, need requirements, and reason for the compassionate request (CR).
 - copy of Exceptional Family Member Program (EFMP) enrollment paperwork which includes the information related to the compassionate request **OR** Copy of the denied Family travel message
 - Enlisted Record Brief (ERB) or Officer Record Brief (ORB)
2. Make sure your Family is enrolled in DEERS, TRICARE, if not already enrolled, and in EFMP
3. Be aware that you are requesting a change of station
4. Contact your local military health clinic EFMP Case Coordinator in order to ensure that your EFMP enrollment paperwork is current and includes the information related to the CR, if not already done. The health clinic EFMP case coordinator will provide any further instructions required.
5. After the compassionate packet is complete it needs to be processed through the following offices:
- Unit Commander, Battalion Commander, Brigade Commander, Division Commander, then the G-1 sends the packet to IMCOM, to Human Resource Command (HRC). HRC has 15 business days to review and make final approval or disapproval; response comes back to IMCOM and is sent back down to the G-1 office to Battalion, who contacts the Soldier.
 - Commanders can only make a recommendation on the CR, HRC is the final approval or disapproval authority.

Note: CR packet must be sent forward through the chain to HRC. IAW AR 614-200, only a General Officer with General Courts Martial Authority can disapprove a CR with a written justification.

6. Contact your local Army Community Service (ACS) EFMP Manager if you need assistance or advocacy while tracking your CR.

Note: If you are on assignment to CONUS and medical condition of your Family member requires you to stay in Hawaii, a DA 3739 is completed requesting a deletion of orders following the above process

START EARLY AND KEEP INFORMED OF THE PROGRESS OF YOUR REQUEST