

SUBMITTING PERSONNEL ACTION REQUESTS (PAR)

- **COMMAND SPONSORSHIP (INCLUDING BABY UPDATES)**
 - **DEPENDENT TRAVEL ORDERS**
 - **STUDENT DEPENDENT TRAVEL ORDERS**
 - **EARLY RETURN OF DEPENDENTS**
 - **JOINT DOMICILE**
1. ENSURE ALL SUPPORTING DOCUMENTS HAVE CURRENT UPDATES (ADDRESSES MUST MATCH ON ALL DOCUMENTS)
 2. SCAN DOCUMENTS INTO ONE FILE
 3. CLICK PERSONNEL ACTION REQUEST TILE
 4. SELECT ADMIN RECORDS CORRECTIONS
 5. SELECT OTHER
 6. CLICK CONTINUE
 7. UNDER PAR DATA FOR OTHER TYPE PUT IN ACTION BEING REQUESTED (IE COMMAND SPONSORSHIP ETC)
 8. TYPE ADDITIONAL INFORMATION IN MORE INFORMATION BLOCK
 9. CLICK SAVE
 10. CLICK NEXT
 11. CLICK ADD ATTACHMENT
 12. SELECT DEVICE AND ADD FILE
 13. CLICK SAVE
 14. CLICK NEXT
 15. CLICK VALIDATE
 16. CLICK SUBMIT

ACTIONS REQUIRED DOCUMENTS:

COMMAND SPONSORSHIP (SUBMITTED TO COMPANY COMMANDER AS INTERMEDIATE APPROVERS THEN ROUTED TO MPS WORKFLOW # 00000000044037)

- PUT THE FOLLOWING IN THE REQUESTOR'S COMMENTS / ADDITIONAL INFORMATION
1. Soldier requests the following dependent(s) be Command Sponsored:
 - (a). Doe, Jane D. (Spouse) Date of Marriage: DD Month YYYY
 - (b). Doe, John (Child) Date of Birth: DD Month YYYY
 2. Date Soldier arrived in Alaska: DD Month YYYY
 3. ETS: DD Month YYYY
 4. DEROs: DD Month YYYY

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5. Present location of dependents(s): 125 John Doe Avenue, John Doe, AZ 12345

6. Date of arrival of dependents: (If already in Command) DD Month YYYY or NA

7. I understand I must await a Dependent Travel Order (if applicable) prior to making any travel arrangements for my dependent(s).

If my dependent(s) arrive prior to Dependent Travel Order being issued, I understand I will not be reimbursed. _____ (initial)

8. Soldier phone number and email:

- DD FORM 5888 STAMPED BY HOSPITAL
- MEDICAL SERVICES MEMO IF DEPENDENT(S) MARKED AS CONSIDERATIONS WARRANTED
- DEPENDENT SCREEN FROM IPSS-A
- PCS ORDERS/AMENDMENTS (EXTENSION/REENLISTMENT CONTRACT IF APPLICABLE)
- MARRIAGE LICENSE/BIRTH CERTIFICATE (CHILDREN ONLY)
- CURRENT STP
- DD FORM 93
- RESIDENCY AFFIDAVIT (IF DEPENDENT HAS RESIDED IN ALASKA 12 MONTHS OR LONGER)

BABY UPDATE (FOR DEPENDENTS BORN IN ALASKA TO ALREADY COMMAND SPONSORED DEPENDENT) (FROM S1 POOL ROUTED WORKFLOW # 00000000044037)

- BIRTH CERTIFICATE
- ORDERS SHOWING COMMAND SPONSORSHIP (EITHER ORIGINAL ORDERS TO ALASKA OR MEMO GRANTING COMMAND SPONSORSHIP FROM MPS)
- DEPENDENT SCREEN FROM IPSS-S OR 1172 FROM DEERS SHOWING CHILD ENROLLMENT IN DEERS

PRIOR DUAL MILITARY (IF SEPERATED SPOUSE WAS ASSIGNED TO ALASKA) (FROM S1 POOL ROUTED TO MPS WORKFLOW # 00000000044037)

- DD 93 (REFELCTING SPOUSE THAT SEPERATED IS NOW A DEPENDENT
- MARRIAGE CERTIFICATE
- BIRTH CERTIFICATES FOR DPENDENT CHILDREN
- ORDERS FOR BOTH ASSIGNING THEM TO ALASKA
- DD 214

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DEPENDENT TRAVEL ORDERS (FOR DEPENDENTS ACQUIRED PRIOR TO REPORTING TO JBER, AK AND CURRENTLY RESIDING OUTSIDE OF ALASKA) (FROM S1 POOL ROUTED TO MPS WORKFLOW # 00000000044037)

- COMMAND SPONSORSHIP PAR APPROVED BY MPS
- HOUSING FORM PROVIDED BY MPS AND REQUIRING HOUSING'S SIGNATURE
- FIRST PAGE OF LEASE AGREEMENT FOR RESIDENCE IN ALASKA

STUDENT DEPENDENT TRAVEL ORDERS (SUBMITTED TO COMPANY COMMANDER AS INTERMEDIATE APPROVER THEN ROUTED TO MPS WORKFLOW # 00000000044037)

- SPONSORS STATEMENT
- TRAVEL REQUEST MEMO
- ENROLLMENT VERIFICATION STATEMENT WITH ACCEPTANCE LETTER OR STUDENT'S REGISTRATION FROM REGISTRAR'S OFFICE OR NATIONAL STUDENT CLEARINGHOUSE (IF ENROLLMENT VERIFICATION STATEMENT WITH ACCEPTANCE LETTER IS SUBMITTED THEN ONE OF THE ADDITIONAL DOCUMENTS NEEDS TO BE SUBMITTED WITHIN 30 DAYS OF SEMESTER STARTING OR ORDER WILL BE REVOKED)
- STP
- FLIGHT ITINERARY (RESERVATION FROM SATO)
- ORDERS TO ALASKA
- DEPENDENT SCREEN FROM IPPS-A

EARLY RETURN OF DEPENDENTS (COMMAND SPONSORED DEPENDENTS ONLY) (SUBMITTED TO COMPANY COMMANDER, BN COMMANDER, AND BDE COMMANDER AS INTERMEDIATE APPROVERS THEN ROUTED TO MPS WORKFLOW # 00000000044037)

- PUT THE FOLLOWING IN THE REQUESTOR'S COMMENTS / ADDITIONAL INFORMATION
1. Soldier requests Early Return of the following Command Sponsored Dependents IAW JTR, 5102 B.5a
 - (a). Doe, Jane D. (Spouse) Date of Marriage: DD Month YYYY or Date of Divorce: If applicable

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- (b). Doe, Billy D. (Son) Date of Birth: DD Month YYYY
 - 2. Current physical address in Alaska:
 - 3. Present location/address of dependents:
 - 4. Relocation address:
 - 5. Home of Record for Soldier:
 - 6. Requested mode of travel: Com Air POV
 - 7. Shipment of POV: YES NO
 - 8. Shipment of HHG: YES NO
 - 9. Does Soldier have an active Gov't Travel Card: YES NO
 - 10. Phone number of Soldier:
 - 11. POC at unit for this action:
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- UPDATED DD 93 (REQ FOR PERSONAL, DIVORCE, AND COMMAND DIRECTED)
 - UPDATED SGLI (REQ FOR PERSONAL, DIVORCE, AND COMMAND DIRECTED)
 - STP (REQ FOR PERSONAL, DIVORCE, AND COMMAND DIRECTED)
 - MARRIAGE CERT (REQ PERSONAL)
 - SOLDIER STATEMENT (REQ FOR PERSONAL)
 - COMMANDERS LETTER (REQ FOR COMMAND DIRECTED)
 - CHAPLAIN'S RECOMMENDATION LETTER (REQ FOR PERSONAL)
 - ACS FINANCIAL LETTER (REQ FOR PERSONAL)
 - ORDERS/COMMAND SPONSORSHIP MEMO (REQ FOR PERSONAL, DIVORCE, AND COMMAND DIRECTED)
 - PRE-CLEARANCE APPOINTMENT FROM GOVERNMENT HOUSING (IF APPLICABLE) (REQ FOR PERSONAL, DIVORCE, AND COMMAND DIRECTED)
 - FINALIZED DIVORCE DECREE (REQ FOR DIVORCE)
 - ADDITIONAL SUPPORTING DOCUMENTS

JOINT DOMICILE REQUEST (FOR SPOUSE IN ANOTHER BRANCH) (FROM S1 POOL ROUTED TO MPS WORKFLOW # 00000000044037)

- DA FORM 4187
- STP
- SPOUSES STP EQUIVALENT