

**USAG JAPAN MPD**  
**AUTOMATIC COMMAND SPONSORSHIP**

**REFERENCE:**

- AR 614-30, Chapter 4
- AR 55-46, Chapter 5
- IPPS-A User Manual

**PREFERRED METHOD (NO PAR REQUIRED):**

- Member enrolls dependent in DEERS resulting in receipt of a DD1172-2.
- DEERS section will direct member back to the Customer Service Desk.
- Customer Service will collect proof of birth and DD 1172-2 and notify Personnel Actions who will then generate the Automatic Sponsorship order.

**NOTE:** If you already have previously enrolled your dependent into DEERS, follow the steps below.



**MEMBER MUST UPLOAD THE FOLLOWING ATTACHMENTS WHEN SUBMITTING AN AUTOMATIC COMMAND SPONSORSHIP PERSONNEL ACTION REQUEST (PAR):**

- Members current orders to Japan
- DD Form 1172-2 signed by a DEERS Verifying Official (VO) authenticating dependent(s) enrollment in DEERS.
- Proof of birth (must be translated to English)

**NOTE:** Documents should be saved and uploaded with the following titles – PCS Order.pdf; Amendment.pdf; Proof of Birth, and 1172.pdf)

**HOW TO SUBMIT AN ADMIN RECORDS CORRECTIONS PAR IN IPPS-A:**

1. Select **My Personnel Action Request**.
2. Select the **Create Personnel Action** button.
3. Select **Admin Records Corrections** from the **Action** drop-down.
4. Select **Other** for reason.
5. Input “**Automatic Command Sponsorship**” into the **Other Type** field.
6. Type the information below into the **More Information** field: **(REQUIRED)**

IAW AR 55-46, Member requests the following Family Member(s) to be Automatic Command Sponsored:

- 1) Full Name of Child: **John Smith**
- 2) Date of Birth: **01/17/2023**
- 3) Location of Birth: **Camp Zama, Japan**
- 4) Parents/Legal Guardians: **John & Martha Smith**

**NOTE:** Repeat listing for each requested Family Member – **(REQUIRED)**

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**(CONTINUED)**

7. Select the **Save** button, then select the **Next** button.
8. Select the **Add Attachment** button. Follow the instructions to attach a file, then select the **Upload** button.  
(Repeat steps until **ALL** required documents are uploaded)
9. Select the **Save** button, then select the **Next** button.
10. Select the **Validate** button, then select the **Next** button.
11. Select the **Submit** button, select the **Continue** button, then select the **OK** button (twice) to complete the process.

**S1/MPD:**

- Member's submitted PAR will be routed to the Member's S1 pool for review and routing.
- S1 reviews regulation(s) for eligibility criteria.
- S1 verifies and ensures all required documents are present and reviewed.
- S1 routes PAR to the appropriate Approval Chain (i.e., Unit Commander), based on unit hierarchy.
- S1 ensures that the command approved PAR is routed to the **MPD UDL - (ZAMA\_MPD\_COMMAND SPONSORSHIP)**.
- MPD will process the command approved PAR and generate an Order as warranted.
- Member's completed packet can be located under Attachments in the Member's PAR tile (please email [usarmy.zama.id-pacific.mbx.usagj-mpd-family-travel-cmd@army.mil](mailto:usarmy.zama.id-pacific.mbx.usagj-mpd-family-travel-cmd@army.mil) if this does not occur after 24 hours of action approval).