

**USAG JAPAN MPD**  
**COMMAND SPONSORSHIP**  
**(DOES NOT INCLUDE AUTOMATIC)**

**REFERENCE:**

- AR 614-30, Ch. 4
- AR 55-46, Ch. 1, 2, and 5
- AR 601-210, Ch. 2
- AR 608-75, Appendix E
- JTR, Chapter 5, Part C
- IPPS-A User Manual



**MEMBER MUST UPLOAD THE FOLLOWING ATTACHMENTS WHEN SUBMITTING A ACQUIRED/DEFERRED COMMAND SPONSORSHIP PERSONNEL ACTION REQUEST (PAR):**

- Soldier Talent Profile (STP)
- DA Form 5888 with EFMP Stamp (EFMP Approval Memo, identified as **WARRANTED** from the Camp Zama EFMP Coordinator, if applicable)
- Declaration Memo stating that the requested Family member is not registered as a Sex Offender
- Proof of Custody Documentation (if applicable)
- Copy of Marriage Certificate (if applicable)
- Copy of Family Member's Passport and/or Birth Certificate
- Copy of PCS Orders (with amendments if applicable)
- Assumption of Command Orders (if applicable)
- Memorandum from the CDR indicating that the SM has a valid Family Care Plan (Only applies to Single Parents/ Geographical Bachelors/Dual Military)

***NOTE 1: Non-English language documents are required to be translated and notarized.***

***NOTE 2: Documents should be saved and uploaded with the following titles – STP.pdf; 5888.pdf; Declaration.pdf; Custody Doc.pdf; Marriage Cert.pdf; Last Name, First Name Passport.pdf; Last Name, First Name Birth Cert.pdf; PCS Order.pdf; Amendment.pdf; and AOC Orders; FCP Memo.pdf)***

**HOW TO SUBMIT AN ADMIN RECORDS CORRECTIONS PAR:**

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 "**Command Sponsorship**" into the **Other Type** field.
6. Type the information below into the **More Information** field: **(REQUIRED)**

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(CONTINUED)**

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

- 1) Name/Relationship to sponsor: **SPC TOGO, RED E.**
  - 2) Date of marriage: **06/13/2022**
  - 3) Present location of Family member(s) (City, State, Zip): **Jacksonville, FL 32233**
  - 4) Family member(s) arrival date into the OCONUS command: **03/18/2023**
  - 5) Soldier requesting family travel orders:  Yes  No
  - 6) Home of Record: **Jacksonville, FL**
  - 7) Family member EFMP Screening complete:  Yes  No
  - 8) Family member enrolled in EFMP:  Yes  No
  - 9) Soldier information: ETS: **05/30/2026** DEROS: **07/30/2025**
  - 10) Soldier will extend or reenlist to meet service remaining requirements.
7. Select the **Save** button, then select the **Next** button.
  8. Select the **Add Attachment** button to add documents. 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., Company Commander, BN Commander, based on unit hierarchy).
- The S1 will route items for CG approval to the **G1 Par UDL – (USARJ\_G1\_PAR)**.
- MPD will process the CG 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).

**NOTE: Members with approved Command Sponsored Dependents must consult the Electronic Foreign Clearance Guide (<https://www.fcg.pentagon.mil/fcg.cfm>) from a CAC enabled computer, to obtain current entry requirements for Japan.**

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➤ **FAQ:**

**Q1. Is the dependent considered an acquired dependent?**

A. *Acquired Dependent definition: A Soldier's dependent acquired through marriage, adoption, or other action during the course of an overseas tour of duty. Excluded are dependents that existed prior to the commencement of the current tour. Dependents acquired after Soldier's effective date of orders to the overseas duty station have no travel entitlements to that station, even if subsequently granted sponsorship.*

**Q2. Does the dependent meet the US-Japan SOFA definition of an authorized dependent?**

A. *SOFA definition:*

(1) *Legally married wife*

(2) *Legitimate, adopted and step-children, under 21*

(3) *Legitimate, adopted and step-children, over 21, who are in fact dependent on the member for over one-half of their support*

(4) *Parents or parents-in-law of a member, if dependent on the member for over one-half of their support, excluding parents-in-law who are ordinarily residents in Japan.*

\* ***The SOFA definition does not include: brothers, sisters, nephews, nieces, cousins, grandchildren, or legal wards.***

**Q3. Presently are there any custody issues?**

A. *You must submit Proof of Custody for minors (Divorce Decree or other court documents) to the legal office for review.*

**Q4. Is the Soldier able to serve the required tour length for command sponsorship?**

A. *When accompanied or joined by command sponsored dependents, Soldiers will serve the accompanied tour. They must have enough in-service time remaining to complete an accompanied tour or serve 12 months after the arrival of the dependents, whichever is longer.*

\* ***Command Sponsorship will not be approved if the Soldier cannot serve the required tour lengths. Soldier must submit a Foreign Service Tour Extension (FSTE) in conjunction with the Command Sponsorship PAR to meet the TOS requirement.***

**Q5. Did the Soldier utilize the designated place move entitlement?**

A. *Soldiers are authorized only one move at Government expense for the current PCS. Family members will not be entitled to another move from the designated location until the Soldier completes a PCS from the overseas location or serves an IPCOT.*

**Q6. Is the Soldier a first term single Soldier?**

A. *First-term Single Soldiers cannot regain custody of a dependent child during their initial-term of enlistment.*

**Q7. Does command sponsorship automatically delete or defer a Soldiers assignment?**

A. **NO.** *The Soldier may submit a request through IPPS-A to have his/her assignment deleted or deferred. If the assignment is a re-enlistment option, the Retention POC must process the request for deletion/deferment.*

**Q8. What options are available to the Soldier if the deletion/deferment request is disapproved?**

A. *The Soldier may request space available travel through the USARPAC Commander.*

**Q9. Is command sponsorship needed when a dual military couple is assigned to the same OCONUS area and one of the service members separates from the service?**

A. **YES.** *In order for the Soldier to receive entitlements (COLA, Student Travel, Emergency Leave, Family member PCS entitlement) associated with command sponsorship a request must be submitted, approved, and processed by the MPD.*