

**USAG JAPAN MPD**  
**CONSECUTIVE OVERSEAS TRAVEL (COT)**

**REFERENCE:**

- AR 614-30, Chapter 4
- Joint Travel Regulation (JTR), Chapter 5, Part B—050812
- IPPS-A User Manual



**MEMBER MUST UPLOAD THE FOLLOWING ATTACHMENTS WHEN SUBMITTING A COT PERSONNEL ACTION REQUEST (PAR):**

- Orders showing family members are Command Sponsored (with amendments if applicable)
- Absence Request/DA 31—Incoming to Japan
- New Absence Request for the COT leave entitlement.

***NOTE: Documents should be saved and uploaded with the following titles – PCS Order.pdf; Amendment.pdf; Incoming Absence.pdf; New Absence.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 “**COT leave**” into the **Other Type** field.
6. Type the information below into the **More Information** field: **(REQUIRED)**

IAW AR 614-30, Ch. 4 Member requests COT Orders for the following Family Member(s):

- 1) NAME: **PVT Smith, John**
- 2) DOB: **01/01/2001**
- 3) RELATIONSHIP: **Spouse/Child**
- 4) APO ADDRESS: **PSC 704 BOX \_\_\_\_\_, APO, AP 96338**
- 5) HOME OF RECORD: **City, State ZIP**
- 6) Is the Sponsor a Government Travel Card holder? **Yes**
- 7) If Yes, is the card valid/active? **Yes**

**NOTE:** Repeat listing 1 - 3 for each requested Family Member – (REQUIRED)

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. Click **Validate** to confirm that you have completed all the steps required for this PAR.
11. Select the **Submit** button, select the **Continue** button, then select the **OK** button (twice) to complete the process.

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**(CONTINUED)**

- NOTE:** (a) If transportation to a selected alternate location is more expensive than transportation to the HOR, the Service Member is financially responsible for the additional cost unless transportation to the more expensive alternate location is authorized or approved through the Secretarial Process. (JTR, Ch. 5, Part B—050812)
- (b) If the Service member or dependent travels to a more expensive alternate location, and that location has not been authorized or approved through the Secretarial Process, then City Pair Program airfares cannot be used for transportation to or from the more expensive alternate location. (JTR, Ch. 5, Part B—050812)

**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.
- The S1 Pool will route the PAR to the appropriate Approval Chain (must be approved by the Unit Commander) IAW unit hierarchy.
- S1 will ensure that the approved action is routed to the **MPD UDL – (ZAMA\_COT\_IPCOT)** for processing.
- 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).