

**USAG JAPAN MPD**  
**STUDENT TRAVEL**

**REFERENCE:**

- AR 55-46, Chapter 4
- IPPS-A User Manual



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

- ☐ Letter of Acceptance from the college/university
- ☐ Official enrollment documentation from the college/university stating the family member is a full time student
- ☐ PCS orders showing Command Sponsorship

***NOTE: Documents should be saved and uploaded with the following titles – LOA.pdf; Enrollment.pdf; and PCS Order.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 "**Student Travel**" into the **Other Type** field.
6. Type the information below into the **More Information** field: **(REQUIRED)**

IAW AR 55-46, Ch. 4 Member requests Student Travel for the following Family Member(s):

- 1) Name of student: **Smith, John**
- 2) SSN: **012-34-5678**
- 3) DOB: **01/01/2003**
- 4) Relationship to sponsor: **Child**
- 5) Name and location of school: **University of Maryland, Adelphi, Maryland**
- 6) Requested travel date: **08/10/2023**
- 7) Requested travel route: **Adelphi, Maryland to Camp Zama, Japan**
- 8) Date(s) of last student travel: **06/22/2022**
- 9) Will you have unaccompanied baggage: **Yes/No**
- 10) Is the Sponsor a Government Travel Card holder? **Yes**
- 11) If Yes, is the card valid/active? **Yes**

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 **OK** (twice) to complete the process.

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**STUDENT TRAVEL**  
**(CONTINUED)**

**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 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 first O5 or higher in the chain of command) IAW unit hierarchy.
- S1 will ensure that the approved action is routed to the **MPD UDL – (ZAMA\_MPD\_COMMAND SPONSORSHIP)** 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).