USAG JAPAN MPD
EARLY RETURN OF DEPENDENTS (ERD)

REFERENCE:

- AR 55-46, Chapter 5
- JTR, Chapter 5
- DoDI 1315.18
- IPPS-A User Manual

MEMBER MUST UPLOAD THE FOLLOWING ATTACHMENTS WHEN SUBMITTING AN ERD PERSONNEL ACTION REQUEST (PAR):

- ☐ Soldier Talent Profile (STP)
- ☐ Letter of Recommendation from the Commander
- ☐ Assumption of Command Orders (if applicable)
- ☐ Letter of Recommendation from applicable Religious Advisors; Mental Health Agencies; Financial Management Counselors; Medical; Educational; and Financial Experts as applicable depending on ERD Justification.
- ☐ Consent Form
- ☐ Copy of Dependent's Passport(s)
- ☐ Copy of PCS Orders (with amendments if applicable)
- ☐ Copy of Command Sponsorship Documentation (if applicable)

NOTE: Documents should be saved and uploaded with the following titles – STP.pdf; CDR LOR; AOC Orders; LOR.pdf; Consent Form.pdf; Last Name, First Name Passport.pdf; PCS Order.pdf; Amendment.pdf; and Command Sponsorship.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 **"Early Return of Dependents"** into the **Other Type** field.
6. Type the information below into the **More Information** field: **(REQUIRED)**

   IAW AR 55-46, Member requests Early Return of Dependents (ERD) for the following Family Member(s):

   1) Name: **PVT Smith, John**
   2) Relationship: **Spouse/Child**
   3) DOB: **01/01/2001**
   4) Soldiers DEROS: **03/15/2025**
   5) Justification: **Reason for Request**
   6) Family Member(s) Current PCS Address: **PSC 123 BOX 4567, APO AP 96338**
   7) Family Member(s) Destination (Zip Code): **123 Overt St., Anywhere, TX 12345**
   8) Requested Travel Date: **12/01/2023**
   9) Is the Sponsor a Government Travel Card holder? **Yes**
   10) If Yes, is the card valid/active? **Yes**

   NOTE: Repeat listing 1 - 4 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. 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.

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 will create the appropriate PAR Approval Chain (i.e., Company Commander, and BN Commander depending on established 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 if this does not occur after 24 hours of action approval).