



DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES

**REQUIRED DOCUMENTS FOR COMMAND SPONSORSHIP**

**CHILDREN BORN OFF-ISLAND(adoption) and/ or MARRIAGE TO NON-MILITARY PERSONNEL  
(This includes Parents/ Parents-in-Law) \*IMPORTANT\* YOU WILL NOT RECIEVE AMENDMENT  
TO ORDERS THAT BROUGHT YOU TO KADENA**

- a. DD Form 1172 – DEERS Enrollment Form (receive from Customer Support at MPS)
- b. Request for Command Sponsorship Letter: signed by the member, Medical and Unit CC(Unit CC coord is necessary if serving unaccompanied tour)
- c. Copy of PCS Orders & Amendments bringing you to Kadena
- d. AF Form 1466 – Medical Clearance (Email [USAF.kadena.18-mdg.mbx.efmpm@health.mil](mailto:USAF.kadena.18-mdg.mbx.efmpm@health.mil) to start process)
- e. AF Form 965 – Overseas Tour Election Statement (if serving and unaccompanied tour)
- f. Previously approved Command Sponsorship Memo (if previously served an unaccompanied tour and did a Command Sponsorship to serve an accompanied tour)

**CHILDREN BORN ON-ISLAND/Member serving Unaccompanied tour  
\*IMPORTANT\* YOU WILL NOT RECIEVE AMENDMENT TO ORDERS THAT BROUGHT YOU  
TO KADENA**

- a. DD Form 1172 – DEERS Enrollment Form (receive from Customer Support at MPS)
- b. Request for Command Sponsorship Letter: signed by the member, Medical (Email [USAF.kadena.18-mdg.mbx.efmpm@health.mil](mailto:USAF.kadena.18-mdg.mbx.efmpm@health.mil))and Unit CC
- c. Copy of PCS Orders & Amendments bringing you to Kadena
- d. AF Form 965 – Overseas Tour Election Statement (if serving and unaccompanied tour)

**MARRIAGE TO MILITARY PERSONEL AND ONE SEPARATES ON ISLAND \*IMPORTANT\*  
YOU WILL NOT RECIEVE AMENDMENT TO ORDERS THAT BROUGHT YOU TO KADENA**

- a. DD Form 1172 – DEERS Enrollment Form (receive from Customer Support at MPS)
- b. Request for Command Sponsorship Letter: signed by the member, Medical( and Unit CC\*\*only if sponsor serving unaccompanied tour\*\*)
- c. Copy of PCS Orders & Amendments bringing you to Kadena
- d. AF Form 1466 – Medical Clearance (Email [USAF.kadena.18-mdg.mbx.efmpm@health.mil](mailto:USAF.kadena.18-mdg.mbx.efmpm@health.mil) to start process)
- e. AF Form 965 – Overseas Tour Election Statement (if serving and unaccompanied tour)
- f. Copy of separators DD Form 214

**MARRIED EN-ROUTE TO OCONUS PDS (PRIOR TO ARRIVAL OS) WILL RECIEVE  
AMENDMENT TO YOUR ORDERS TO KADENA**

- a. DD Form 1172 – DEERS Enrollment Form (receive from Customer Support at MPS)
- b. Copy of PCS Orders & Amendments bringing you to Kadena
- c. AF Form 1466 – Medical Clearance (Email [USAF.kadena.18-mdg.mbx.efmpm@health.mil](mailto:USAF.kadena.18-mdg.mbx.efmpm@health.mil) to start process)
- d. AF Form 965 – Overseas Tour Election Statement (if serving and unaccompanied tour)

**TRANSFERRING COMMAND SPONSORSHIP FROM MIL-TO-MIL \*IMPORTANT\* YOU WILL  
NOT RECIEVE AMENDMENT TO ORDERS THAT BROUGHT YOU TO KADENA**

- a. DD Form 1172 – DEERS Enrollment Form (receive from Customer Support at MPS)
- b. Request for Command Sponsorship Lettter signed by the member
- c. Copy of PCS Orders & Amendments bringing you to Kadena
- d. Previously approved Command Sponsorship Memo from member in which your are transferring command sponsor from