

## Command Sponsorship

Marriage to military personnel and one separates on island:

1. Request for Command Sponsorship letter signed by member and unit CC (if serving unaccompanied tour)
2. Copy of PCS orders & amendments bringing you to Kadena
3. DD Form 1172 (DEERS enrollment)
4. AF Form 965 (if serving and unaccompanied tour)
5. Previous approved Command Sponsorship letter (if previously served an unaccompanied tour and did a Command Sponsorship to serve an accompanied tour)
6. Copy of separation: DD Form 214

### Marriage to non-military personnel:

1. Request for Command Sponsorship letter signed by member and unit CC (if serving unaccompanied tour)
2. Copy of PCS orders & amendments bringing you to Kadena
3. DD Form 1172 (DEERS enrollment)
4. AF Form 1466 (Medical Clearance)
5. AF Form 965 (if serving and unaccompanied tour)
6. Previous approved Command Sponsorship letter (if previously served an unaccompanied tour and did a Command Sponsorship to serve an accompanied tour)
7. Copy of divorce decree if military member was previously married

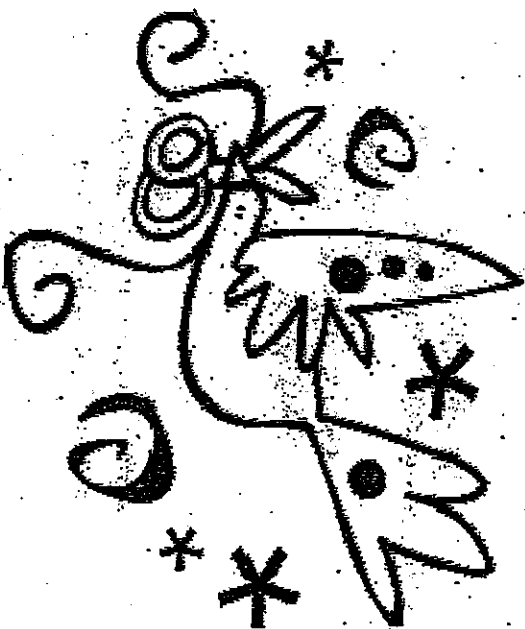
### Points of Contact:

- MPS Customer Service: 634-4537
- Med Group/ Clinic: 630-4272
- Legal: 634-3300
- Finance: 634-1415

Pre/post Marriage  
checklists

&

Command  
Sponsorship



## Pre-Marriage Checklist

The following provides the guidance you will need to marry a U.S. citizen, local, or foreign national in the overseas area. Use the checklist in order to prevent any processing difficulties.

### MPS CUSTOMER SERVICE: MPS Bldg 721-B

Appointment Line: 694-4537

- Pick up PACAF Form 80 (ONLY IF MARRYING A FOREIGN NATIONAL)

### CLINIC

- Both parties must go to Family Practice (Med Group) in order to begin the Premarital Health Certificate Processing

### LEGAL: Bldg 16

- Legal Briefing Statement: Kadena Legal Office. Walk in hours: Mon/Wed/Thurs 0900-1000; Tues: 1300-1400
- Bring a copy of Premarital health Certificate
- Following information must be verified before attending Legal Briefing:
  - \*Military Member:
    - Divorce Decree (if applicable)
    - Proof of U.S. Citizenship
  - 1. Birth Certificate
  - 2. Passport
  - 3. Naturalization Certificate
  - 4. Certificate of Citizenship



- \*Spouse to Be (Documents must be officially translated into English):
  - Divorce Decree (if Applicable)
  - Birth Certificate (Original/Raised Seal):
    1. On Foreign National
    2. On each child born to Foreign National

## Post Marriage Checklist

Congratulations on your recent marriage! There are numerous actions that must be fulfilled in order for you and your spouse to receive all the entitlements granted to you. Please follow the below procedures in order to ensure precise and accurate adjustments to your personnel records, military pay, and legal documents.

### MPS CUSTOMER SERVICE: MPS Bldg 721-B

Appointment Line: 694-4537

- DEERS Enrollment: Bring original marriage certificate & two forms of photo ID
- DD Form 1472: Will be completed after DEERS enrollment (ask for a print out)

- MILPDS: Update name change, Joint spouse update
- VRed: Log onto the AF Portal/VMPF
- SGLI: Update beneficiaries if applicable
- FSGLI: For military couples ONLY (Both members must update DEERS for it to take effect)
- Social Security Application: For females changing names
- Command Sponsorship: When package is completed turn into MPS Customer Service

### SQUADRON

- Update Locator/Recall Roster Information
- Update Assignment Preference on VMPF Family Care Plan (if required)

### ACCOUNTING/FINANCE OFFICE:

- Military Pay Section Bldg 721-A
- Update Marital status/ adjustments to OHA/COIA
- Change Address

### CLINIC

- Enroll Dependents in Tri-Care
- Create Medical and Dental Records for Dependents

### LEGAL: Bldg 16

- Will and Power of Attorney