



DEPARTMENT OF THE AIR FORCE
52D FIGHTER WING (USAF)

Date: _____

MEMORANDUM FOR 52 FSS/FSPD

FROM: _____

SUBJECT: Student Dependent Travel Request

1. In order to have student dependent travel orders produced, you must first provide the following to the Military Personnel Flight (MPF) no later than 2-4 weeks prior to departure date.

- A. One copy of original PCS orders and any amendments bringing you to Spangdahlem AB.
B. Command Sponsorship Approval Letter (Only if dependent was not on PCS orders)
C. Certification of Dependent Student Status (Received with this application)
D. DD Form 1172, DEERS Enrollment Form (Retrieve from DMDC website. Log on, select "Replace ID" next to dependent name, certify the DD Form 1172
https://www.dmdc.osd.mil/self_service/rapids/unauthenticated?execution=e1s1)
E. College/university registrar letter indicating enrollment status
F. Sponsor's Rank/Full Name: _____
G. Sponsor's SSAN: _____
H. Duty Phone: _____
I. Cell/Home Phone: _____
J. Squadron: _____
K. Office Symbol: _____
L. Duty Title: _____
M. Date Entered Overseas Area: _____
N. Travel start location (Spangdahlem or School Location): _____
O. Proceed o/a date (Student's travel start date): _____
P. Return date if traveling back to school: _____
Q. Dependent Name (First/Middle Initial/Last): _____
R. Dependent Relationship to Sponsor (Son/Daughter): _____
S. Dependent Date of Birth: _____
T. Dependent Passport #: _____
U. Dependent Current Physical Address: _____

V. Name and Full Address of College/University dependent is traveling to/from: _____

2. Complete this letter and return it along with required documents listed above to the MPF. Your orders will be emailed to you in approximately 10 duty days from receipt of request. Please contact the MPF at 452-6817 with any questions.

Supervisor Approve [] Disapprove []

(Airman's Signature)

(Supervisor's Signature)