



After Discharge Actions

Updates for Newborns

Step 1: DEERS Information

- Retrieve temporary birth certificate from PNU front desk (580-6082) if enrolling newborn in DEERS prior to receipt of official birth certificate. (Ready 2-3 days after delivery)
- Complete 'Alaska BIRTH Certificate Request Form', either online or in person at Alaska Vital Records, and submit with payment (official birth certificates are typically ready within two weeks)
- You will need to bring **BOTH** birth certificate and social security card to enroll your child into DEERS

Step 2: Tricare Enrollment

- Newborns must be enrolled in Tricare within 90 days
- Call Tricare to enroll your newborn (888-874-9378)
- Proceed to the Tricare Services Center, if needing additional assistance (2nd floor of the hospital, near moose entrance)

Step 3: Command Sponsorship

- **Air Force Families:** proceed to Exceptional Family Member Program (EFMP) office (1st floor of hospital, 580-6425). See reverse for more guidance.
- **Army Families:** follow QR code and direct questions to the Army EFMP office at Troop Medical Center (TMC). Required documents must be uploaded.



Step 4: Finance

- Report to Base Finance, once enrolled, to ensure appropriate entitlements are started
- Bring a copy of the Birth Certificate and Command Sponsorship Paperwork

Actions for Active-Duty Mothers

- Convalescent leave paperwork (42 days) is provided at hospital discharge
- Parental leave is processed through your unit
- Verify with your unit's Command Support Staff (CSS) that your deployment availability code (DAV) code is correctly updated to reflect postpartum status (postpartum deployment deferment is an administrative code, not a medical code)
- Inform UFPM of delivery date with anticipated Physical Fitness Test (PFT) due date

Current as of Jan 2026



Air Force Command Sponsorship Checklist

Please read through this checklist, as adding a new dependent typically means your COLA rate will change along with your BAH.

Complete and provide the following documents through the MPF Portal:
<https://usaf.dps.mil/teams/MPFPortal/673fsscp/SitePages/Home.aspx>

OR

Bring the following documents to the DEERS/Command Sponsorship office in the People Center

Required Documentation for Command Sponsorship

- Memorandum of Request for Command Sponsorship (Paperwork found outside of DEERS waiting room)
 - EFMP Paperwork
 - If relocating dependents:
 - AF 1466 completed/signed by MTF representative (contact EFMP office in JBER Hospital)
 - If **not** relocating dependents:
 - AF Form 4380 and statement of support/clearance from MTF (initiated at EFMP office in JBER Hospital)
 - Marriage Certificate
 - PCS Orders and any amendments (if applicable) to JBER
 - DD Form 1172-2 (DEERS office will provide this paperwork once enrolled)
 - Birth certificates for children
- TO INCLUDE IF APPLICABLE:
- Certified court documentation stating 51% or more custody
 - Approved dependency determination