

SAMPLE
DUAL PARENT /STEP PARENT
AUTHORIZATION LETTER

(date)

SMSgt John Q. Public
549 Harvard Avenue
Anytown, VA 22202

Subject: Authorization for Non-Sponsor Parent to Accompany Dependent Children on Space-Available Travel

To Whom It May Concern:

I, SMSgt John Q. Public, USAF, (DOD ID Number), authorize MSgt Ann Q. Brown, USA, (DOD ID Number), the non-sponsor parent of the child(ren) listed below to accompany them on Department of Defense sponsored space available flights. Dependent children shall travel in the same category of travel as the military non-sponsor parent.

Full Name	Age	DOD ID Number	Relationship to Sponsor
Joshua D. Public	14	1234567890	Son
Elizabeth Q. Public	9	2345678901	Daughter

Sponsor Contact Information:

Home Address: (if different from above)
Duty Phone Number: 555-229-4593
Home Phone Number: 555-229-5555

(Sponsor's printed name and signature)

This letter requires an original notarized signature of the military sponsor of the dependent child(ren) as identified in the Defense Eligibility and Enrollment Reporting System (DEERS). This letter is valid for 180 days from the date of notarized signature.

Attachment 1