**SPOUSE AUTHORIZATION PROCESS:**

Step 1: Contact your parent command S-1.

Step 2: Parent command will create a dependent profile under your profile and will need the following Information:

* Spouse full name (First, MI, Last)
* Spouse date of birth

\*No spouse will have her own profile\*

Step 3: Give your parent command S-1 your spouse’s contact information (i.e. phone number and email address) so they can establish contact with your spouse.

Step 4: Spouse will contact unit S-1 with their travel plans and provide spouse training LOI.

Step 5: Parent command will be granted access to use MCESG’s “HQ SPS TRNG” LOA no later than 10 days after class pick-up date.

Step 6: Parent commands are responsible for ensuring authorizations are created and routed through MCESG no later than 1 week prior to arrival using the “QUAN MSGBN” routing list.

Step 7: Two weeks prior to spouse training, Det Commander should reach out to all spouses to ensure contact has been made regarding travel authorizations.

\*MCESG is not responsible for creating the orders for your spouse, it is the responsibility of the parent command. The Adjutant section will gladly assist with any questions that you may have during this process. Please contact us at (703) 784-4802\*