

## MILPERSMAN 1300-316

### DEPENDENT ENTRY APPROVAL INFORMATION

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4142
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<b>References</b>	OPNAVINST 1740.3A OPNAVINST 3111.14V OPNAVINST 4650.15
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1. **General Information.** For more information regarding dependent entry approval refer to OPNAVINST 4650.15. For more detailed information regarding command sponsorship refer to MILPERSMAN 1300-150 through 1300-210. Navy personnel ordered overseas with the Personnel Exchange Program (PEP) should liaison with the gaining command to determine if dependent entry approval is required.

2. **Areas Requiring Dependent Entry Approval.** The following areas require dependent entry approval. Submit requests per para. 3.

Area/Command	Submit Message Request to	Info Copy to New Duty Station and
<b>Alaska</b>	HQ ALCOM ELMENDORF AFB AK	PERSUPP DET EVERETT WA
<b>Andros Island</b>	AMEMBASSY NASSAU	PERSUPP DET NTC ORLANDO FL NAVUNSEAWARCEN DET AUTEK ANDROS ISLAND BAHAMAS
<b>Australia</b>	USDAO CANBERRA ACT AS	COMNAV Marianas GUAM
Sydney		PERSUPP DET PEARL HARBOR HI
All other areas		PERSUPP DET PEARL HARBOR HI
<b>Bahrain</b>	NAVSUPPACT BAHRAIN	COMUSNAVCENT
<b>Cuba</b>	COMNAVBASE GUANTANAMO BAY CU	PERSUPPDET GUANTANAMO BAY CU
<b>Egypt</b>	Activity to which ordered	
<b>France (Note 1)</b>		
<b>Germany</b>	Activity to which ordered	USN PERSUPPDET VAHINGEN GE
Augsburg (Bad Aibling)	NAVSECGRUACT AUGSBURG GE	
Berlin/Frankfurt/Munich	Activity to which ordered	
Bremerhaven	MSCO NOREUR BREMERHAVEN GE	
Pirmasens	CDR USAMMCE PIRMASENS GE	
Stuttgart	EUCOM SUPPORT ACTY VAIHINGEN GE//AETSSTG-U-HD//	

Command	Submit Message Request to	Info Copy to New Duty Station and
<b>Greece</b>	Dependent travel not authorized except for Larissa	
Larissa (Tyrnavos)	USNSE/JCSC LARISSA GR	New Duty Station PERSUPP DET CUSERVDESK SOUDA BAY GR
<b>Hawaii</b> Barking Sands	PACMISRANFAC HAWAREA BARKING SANDS HI	
<b>Iceland (Note 2)</b>	NAS KEFLAVIK ICE ATTN: CODE 90	PERSUPP DET KEFLAVIK IC
<b>Indonesia</b>		
For duty with DAO	USDAO JAKARTA ID	PERRSUPP DET WASHINGTON DC
For duty with OMADP		PERSUPP DET PEARL HARBOR HI
For duty with NAMRU2		PERSUPP DET CUSERVDESK SINGAPORE
<b>Italy (Note 3)</b>		
Gaeta	NAVUPSSACT GAETA IT	COMSIXTHFLT COMFAIRMED NAPLES IT
La Maddalena	NAVSUPPACT LA MADDALENA IT	COMFAIRMED NAPLES IT
Sardinia		COMSUBGRU EIGHT
<b>Japan</b> Atsugi/Kami Seya/ Totsuka, CVW5 and all squadrons	PERSUPP DET CUSERVDESK ATSUGI JA	PERSUPPACT PACIFIC YOKOSUKA JA
Misawa	PERSUPP DET MISAWA JA	PERSUPPACT PACIFIC YOKOSUKA JA
Iwakuni	MCAS IWAKUNI JA	PERSUPPACT PACIFIC YOKOSUKA JA PERSUPPDET CUSERVDESK IWAKUNI JA
Okinawa (except Camp Butler)	PERSUPP DET OKINAWA KADENA JA	PERSUPPACT PACIFIC YOKOSUKA JA
Camp Butler/Third FSSG FMF PAC	CG MCB CAMP BUTLER JA	PERSUPPACT PACIFIC YOKOSUKA JA PERSUPP DET OKINAWA KADENA JA
Sasebo (including ships)	PERSUPP DET SASEBO JA	PERSUPPACT PACIFIC YOKOSUKA JA
Yokosuka/Yokohama/Tikyō/ Yokota (all ships)	PERSUPP DET YOKOSUKA JA	
<b>Kenya</b> Mombasa	KUSLO NAIROBI KE	
<b>Korea</b>		
Seoul/Pohang/Pyongtaek/ Yechon/Taego	COMNAVFORKOREA SEOUL KOR	PERSUPPACT FE YOKOSUKA JA PERSUPP DET SEOUL KOR
Chinhae	COMFLEACT CHINHAE KOR	PERSUPPACT FE YOKOSUKA JA PERSUPP DET CUSERVDESK CHINHAE KOR
<b>Kuwait</b>	AMEMBASSY KUWAIT	
<b>Malaysia (Note 4)</b>	USDAO KUALA LUMPUR MY	
<b>New Zealand</b> All areas	USDAO WELLINGTON NZ	

Command	Submit Message Request to	Info Copy to New Duty Station and
<b>Puerto Rico</b> COMNAVFORCARIB COMNAVBASE ROOS RDS USCOMSOLANT ROOSEVELT ROADS PR NAVCOMMSTA PUERTO RICO NAVSECGRUACT SABANA SECA	NAVSTA ROOSEVELT ROADS RQ	PERSUPP DET ROOSEVELT ROADS RQ
<b>Republic of China</b>	Activity to which ordered	
<b>Saudi Arabia</b>	CHUSMTM MEDI DHAHRAN SA	CHNAVSECMTM RIYADH SA
<b>Singapore (Note 5)</b>	NAVREGCONTCEN SINGAPORE	PERSUPPACT PACIFIC YOKOSUKA JA PERSUPP DET CUSERVDESK SINGAPORE SN USDAO SINGAPORE
<b>Spain</b> Madrid	PERSUPP DET ROTA SP	ODC MADRID SP
<b>Sri Lanka</b>	USDAO COLOMBO CE	
<b>Thailand (see Notes 1 and 6)</b>		
<b>Turkey</b>		
Ankara	ODC ANKARA TU//ALD-A	
Izmir	COMSTRIKFORSOUTHREPIZMIR JSG IZMIR	
<b>United Kingdom</b>		
Mildenhall	NAF RAF MILDENHALL UK	
St. Mawgan	NAVWPNSFAC ST MAWGAN UK	

**Note 1:** Dependent travel to France is not authorized.

**Note 2:** Concurrent travel and dependent entry approval will be authorized for the following Iceland Navy billets:

COMICEDEFOR/COMFAIRKE CO NAS  
 CHIEF OF STAFF FLEET AIR KEF  
 CO NAVCOMMSTA (0-6 ONLY)  
 XO NAS

Concurrent travel and dependent entry approval will be authorized for the following Iceland non-Navy billets:

CHIEF OF STAFF IDF and NATO EXCHANGE OFFICERS OF CANADA,  
 DENMARK, NORWAY, HOLLAND and GREAT BRITAIN

For those command billets listed above, entry approval will automatically be forwarded to the detaching command by separate message upon receipt of orders by the appropriate command in Iceland.

**Note 3:** Passports with appropriate Italian Visas are required for all personnel traveling to Italy.

**Note 4:** Entry approval is not required for personnel assigned to the U.S. Defense Attach'e Office (DAO) or Security Assistance Office of the DAO.

**Note 5:** Passports are required for all family members traveling to Singapore. Passport information for all family members traveling to Singapore is required to be included in family entry approval request.

**Note 6:** For area entry approval of all personnel assigned to MAAG/MISSION/MILITARY GROUPS, submit request to the new duty station.

3. **Dependent Entry Approval Message Format.** Dependent entry approval requests will be submitted utilizing the following format:

Item	Information Required	Remarks
A	Rank/rate/civilian rating.	Navy rank/rate or civilian rating. (If E-4, state date of rate.)
B	Name.	Complete last name, first name, middle initial
C	Date of marriage, names of family member(s), and dates of birth of children. For dependent parents enter date of letter from Defense Finance and Accounting Service (DFAS) approving dependency.	For example, DOM Sep 83; HUSBAND; Terry; SON; Matthew, DOB 21 Jul 86; SON; Christopher, DOB 17 Nov 87; MOTHER, Eileen, 4 Jan 31. Exclude sponsor.
D	Nationality of sponsor and family member(s).	Enter current citizenship of sponsor and family member(s).
E	Origin duty station.	Enter geographical location of present duty station. In the case Ships, enter the homeport. See OPNAVINST 3111.14V (NOTAL).
F	Address of family member(s).	Enter telephone number and current mailing address, including ZIP Code and country where family member(s) are now located.
G	Date departed continental United States (CONUS).	If serving on overseas duty, enter date member departed CONUS for present duty. If second consecutive overseas tour, indicate whether voluntary or involuntary. (If not applicable indicate "N/A.")

Item	Information Required	Remarks
H	<p>Months separated from family member(s).</p> <p>**Applies only to personnel assigned to a command or unit that is physically separated from homeport for operational or training purposes.</p> <p>Deployment does not include temporary additional duty (TEMADD) or shipyard time away from homeport.</p>	<p>1. Serving in a fleet unit and deployed ** for 6 or more consecutive months during the previous 12 months, or for 3 or more consecutive months during the previous 6 months, enter the number of months separated from family by deployment during past year. If not deployed per the above criteria enter "N/A."</p> <p>2. Serving an unaccompanied overseas tour where dependents are authorized. Enter number of months separated from family if dependent(s) were denied entry approval because of lack of required medical facilities. If entry approval not denied for this reason, enter "N/A."</p> <p>3. Serving an accompanied overseas tour, enter number of months separated from family because of delayed granting of family entry approval due to non-availability reasons. If family entry approval not delayed, enter "N/A."</p> <p>4. Serving an unaccompanied overseas tour where family member(s) are not authorized, enter the number of months separated from family. If not applicable, enter "N/A."</p>
I	Transfer directive authority.	Enter Bureau of Naval Personnel (BUPERS)/Navy Personnel Command (NAVPERSCOM) transfer code (TC) number, or other activity as authority.
J	Detachment date.	Enter date member will detach current permanent duty station.
K	Ultimate duty station.	In the case of ships, include the homeport. See OPNAVINST 3111.14V (NOTAL).
L	Estimated date of arrival at new duty station.	Best estimate as to when the member will arrive.
M	Housing preference.	Indicate preference for civilian or government housing. Indicate acceptability of civilian housing until government housing becomes available and limit of rental payment authorized. State whether member desires sponsor per OPNAVINST 1740.3A and whether the sponsor is or is not authorized to act as agent for civilian rental housing.
N	Passports.	Advise if appropriate no-fee passports in possession and provide passport numbers.

Item	Information Required	Remarks
O	Expiration of active obligated service (EAOS) of member or obligated service date of Naval Reserve related information. <b>NOTE:</b> If member must extend for obligated service, member must actually sign an extension. A NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry in the enlisted member's service record is not acceptable for travel entitlements.	1. Estimated month/year family member(s) are scheduled to depart CONUS. 2. Department of Defense (DOD) prescribed accompanied tour length as indicated in MILPERSMAN 1300-308. 3. EAOS.
P	Certification of suitability.	Member and family member(s) suitability for overseas duty must be established. For example, if family member(s) are suitable for overseas duty, enter "per MILPERSMAN 1300-304, (member's name) and residency overseas."
Q	Remarks.	Enter other appropriate information such as "spouse is an accredited teacher," etc. List known medical ailments or physical disabilities of family member(s) and any family member(s) who displays a physical, emotional or intellectual handicap requiring medically related services. Include family member(s) who are enrolled in the Exceptional Family Member (EFM) Program, and family member(s) who require special education in DOD schools outside the United States. Pregnancy should be listed.