



DEPARTMENT OF THE NAVY
COMMANDER, FLEET ACTIVITIES YOKOSUKA
PSC 473 BOX 1
FPO AP 96349

Canc frp: Jul 2025

CFAYNOTE 1300
N04C
26 Jul 2024

COMFLEACT YOKOSUKA NOTICE 1300

From: Commander, Fleet Activities Yokosuka

Subj: APPLICATIONS FOR DEPENDENT ENTRY APPROVAL

Ref: (a) MILPERSMAN 1300-316
(b) CNFJ/CNRJINST 1300.1W
(c) DoD 4500.54-G
(d) OPNAVINST 1300.14E
(e) OPNAVINST 4650.15C CH-1
(f) Agreement Regarding the Status of U.S. Forces in Japan

1. Purpose. To establish policy and procedures for Navy and Marine Corps Military Sponsors to pursue and receive Dependent/Family Entry Approval (DEA). This notice is applicable to sponsors and families who desire to transfer to a command/unit located at Fleet Activities (FLEACT) Yokosuka, Yokota Airbase, Yokohama, and Tokyo.

2. Policy. Pursuant to the authorities granted by references (a) and (b), the following policy is established under the authority as the designated Local Area Commander. Policy contained herein is to ensure incoming Military Sponsors and Families are adhering to references (c) through (f), their Permanent Change of Station (PCS) orders, as well as any additional requirements established by the Installation Commander due to installation family support capabilities.

3. Action

a. Incoming Military Sponsor and Family. Adhere to and pursue all requirements as directed by PCS Orders, references (a) through (f), and this notice. Submit key supporting documents described in paragraph 3b to the transferring/servicing personnel office.

b. Transferring/Servicing Personnel Office. Submit the following key supporting documents to CFA-DEA@us.navy.mil via encrypted email or Department of Defense (DoD) Secure Access File Exchange, four months prior to family's estimated travel date:

(1) DEA request message sent via message traffic to recipient:
COMFLEACT YOKOSUKA JA.

(2) Sponsor's PCS Orders with all modifications.

(3) Sponsor's updated Dependency Application (NAVPERS 1070/602)

(4) Complete Report of Suitability for Overseas Assignment for sponsor and all requested dependents (NAVPERS 1300/16). Must contain all four pages and endorsed by Commanding Officer or Officer-in-Charge.

(5) Scan of Information page of Special Issuance/No-Fee Passports for Dependents or proof of submission for a No-Fee Passport (i.e. DD Form 1056 signed by passport agent, memo from passport agent).

c. FLEACT Yokosuka Tenant Units. Integrate into local command's sponsorship program to verify DEA has been requested and approved for incoming personnel who desire to move families to ultimate duty station.

d. FLEACT Yokosuka Command Admin (N04C)

(1) Receive, review and process incoming applications for dependent entry approval. Ensure that all packages processed for approval adhere to this notice and all applicable directives. Ensure applicant meets all requirements, such as accompanied DoD tour length and all other applicable requirements.

(2) Process DEA applications in order of complete and accurate application received. To include all key supporting documents in paragraph 3b above.

4. Cancellation Contingency. This notice will remain in effect until superseded by future directive, or for one year.

5. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.



L. D. SOBOL

Releasability and distribution:

This notice is cleared for public release and is available electronically only via CNIC Gateway CFAY website <https://g2.cnic.navy.mil/Directives/Documents/Forms/RegionInstallation.aspx?FilterField1=Region0&FilterValue1=CNRJ&FilterField2=Installation0&FilterValue2=CFAYOKOSUKAJA> and <https://cnrj.cnic.navy.mil/Installations/CFA-Yokosuka/Operations-and-Management/Admin/Dependent-Entry-Approval/>