



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

Canc frp: Feb 2027

CFAYNOTE 1300
N04C

17 Feb 2026

COMFLEACT YOKOSUKA NOTICE 1300

From: Commander, Fleet Activities Yokosuka

Subj: APPLICATIONS FOR DEPENDENT ENTRY APPROVAL

Ref: (a) MILPERSMAN 1300-316
(b) CNFJ/CNRJINST 1300.1Y
(c) OPNAVINST 1300.14E
(d) OPNAVINST 4650.15C CH-1
(e) 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, or a Navy unit located at Yokota Airbase, Yokohama, and Tokyo.

2. Cancellation. CFAYNOTE 1300 of 1 Feb 2025.

3. Policy. Pursuant to the authorities granted by references (a) and (b), Commander, FLEACT Yokosuka is the designated as the Local Area Commander in regards to Command Sponsorship for the locations described in paragraph 1 above. The following policy is established under the authority as the designated Local Area Commander to ensure incoming Military Sponsors and Families are adhering to references (b) through (e), their Permanent Change of Station (PCS) orders, as well as any additional requirements established by the Local Area Commander due to installation family support capabilities.

4. Action

a. Incoming Military Sponsor and Family. Adhere to and pursue all requirements as directed by PCS Orders, references (a) through (e), and this notice. Submit key supporting documents described in paragraph 4.b. via the sponsor's current command. Per reference (a), requests for DEA must be submitted at least four months prior to expected arrival.

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

(1) DEA request message sent via message traffic to plain language address:
COMFLEACT YOKOSUKA JA.

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

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

(4) Complete Report of Suitability for Overseas Assignment for sponsor and all requested dependents (NAVPERS 1300/16). Must have all pages completed and endorsed by a military medical treatment facility and the sponsor's Commanding Officer or Officer-in-Charge.

c. FLEACT Yokosuka, Yokota Airbase, Yokohama and Tokyo Tenant Units. Tenant unit Commanding Officers/Officers-in-Charge are responsible for integrating into their local command's sponsorship program processes to verify DEA has been requested and approved for incoming sponsors who desire to move their family to their ultimate duty station. Ensure Command Sponsor Coordinators and Sponsors are actively communicating DEA requirements and resources to incoming sponsors upon receipt of orders.

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, suitability screening requirements, 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 4.b. above.

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

6. 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.



J. A. HOPKINS

Releasability and distribution:

Electronic only through CFAY Flank Speed Portal and CFAY DEA Webpage