

COMNAVFORJAPANINST 1300.1R
N01PERS
28 July 2000

COMNAVFORJAPAN INSTRUCTION 1300.1R

Subj: COMMAND SPONSORSHIP

Ref: (a) MILPERSMAN 1300-150 through 1300-210
(b) Joint Federal Travel Regulations (JFTR) Volume 1
(c) OPNAVINST 4650.15 (Passenger Transportation Manual)
(d) OPNAVINST 1000.23A
(e) ENLTRANSMAN Chapter 4
(f) OFFTRANSMAN Chapter 4
(g) OPNAVINST 1300.14A
(h) COMNAVFORJAPANINST 4650.1F
(i) COMNAVFORJAPANINST 4060.6L
(j) Diary Message Reporting System Users' Manual (DMRSMAN)
(k) MILPERSMAN 5352-030
(l) COMNAVFORJAPANINST 1752.1P

Encl: (1) Definitions
(2) Letter format for requesting command sponsorship of acquired dependent(s) with command endorsement
(3) Sample Administrative Remarks (Page 13 entry) that must accompany command sponsorship requests involving secondary family members
(4) Format for granting command sponsorship of acquired family members
(5) Format for disapproval of command sponsorship of acquired family members
(6) Preliminary approval for command sponsorship

1. Purpose. To outline command sponsorship policies and procedures for Navy personnel in Japan, supplementing references (a) through (g).

2. Cancellation. COMNAVFORJAPANINST 1300.1Q. This instruction contains significant changes and should be reviewed in its entirety.

3. Discussion. Command sponsorship of dependents can be obtained in three different ways:

a. By member's transferring command initiating a request for dependent entry approval and concurrent/nonconcurrent travel, per references (e) and (f), prior to member and dependents commencing travel to the overseas permanent duty station (PDS);

b. By member's application for nonconcurrent travel of dependents per reference (b) and (h), after member reports to the overseas PDS, or;

c. By members who acquire dependents during their tour of duty at the overseas PDS per this instruction.

4. Definitions. Terms used in this instruction are defined in enclosure (1).

5. Policy and Scope

a. COMNAVFORJAPAN has apprised the Commander, Navy Personnel Command (COMNAVPERSCOM) of the housing situation in Japan and its effect on large families. The scarcity of four or more bedroom housing, classroom space in Department of Defense Dependents' Schools (DoDDS), and other base support facilities dictate that assignment of personnel with large families to Japan be held to a minimum. When a potential logistics problem created by a service member's accompanying family members is identified, COMNAVFORJAPAN will make final determination of command sponsorship.

b. Personnel assigned to consecutive tours within Japan will retain command sponsorship of family members, if previously authorized.

6. Command Sponsorship Eligibility Requirements. In order for family members to be command sponsored by the appropriate overseas commander, the service member must:

a. Be assigned to a location where an accompanied-by-dependent tour is authorized.

b. Be granted authorization by the appropriate overseas command for family members to be present in the vicinity of the overseas PDS.

c. Have sufficient contractual obligated service to complete the accompanied-by-dependent tour.

d. Request PRD extension, if needed, to complete the appropriate accompanied-by-dependent tour and to complete 12 months (24 months for returnee dependents) upon approval of command sponsorship.

e. Have all family members meet overseas suitability screening requirements per references (e) through (g).

7. Overseas Commander Delegation

a. COMNAVFORJAPAN is the designated overseas commander for the following situations. Requests in this category will be submitted directly to COMNAVFORJAPAN.

(1) Family entry approval and locally acquired family member requests for command sponsorship involving more than three family members.

(2) Family entry approval and locally acquired family member requests for command sponsorship involving secondary family members (i.e. parents or parents-in-law), regardless of the number of family members involved.

NOTE: Personnel who currently have three or more command-sponsored family members will not normally be authorized command sponsorship of locally acquired family member(s) unless an urgent requirement exists and COMNAVFORJAPAN determines, based upon all available information, that a bona-fide hardship to the service member will result if command sponsorship is denied. This restriction does not apply to children born during the member's current overseas tour.

b. The Commanding Officer, U.S. Navy Personnel Support Activity, Far East (PSAFE) is assigned additional duty (ADDU) to COMNAVFORJAPAN as the Force Personnel Officer, COMNAVFORJAPAN (N01PERS), and is designated to represent COMNAVFORJAPAN as the overseas commander in all command sponsorship cases not covered by paragraph 7.a above. Per reference (d), this authority is further delegated to the cognizant Personnel Support Activity Detachments (PSDs) or Customer Service Desks (CSDs). Requests will be submitted direct to the appropriate activity.

c. Officer in Charge, Personnel Support Activity Detachment, Yokosuka, will process applications for personnel attached to:

- (1) Activities located in Yokosuka.
- (2) Ships, staffs, and forward deployed units at Yokosuka.
- (3) Activities physically located in Yokohama.
- (4) Activities physically located in Tokyo.
- (5) Navy and Coast Guard personnel located at Yokota AB.

d. Chief Petty Officer in Charge, Personnel Support Activity Detachment, Customer Service Desk, Atsugi, will process applications for personnel stationed at:

- (1) Activities located at Naval Air Facility, Atsugi.
- (2) Outlying activities or detachments under the cognizance of Commander Fleet Air, Western Pacific.
- (3) Activities located at Kami Seya.

e. Officer in Charge, Personnel Support Activity Detachment, Sasebo will process applications for personnel stationed at activities, ships, or units in the Sasebo area.

f. Officer in Charge, Personnel Support Activity Detachment, Okinawa, will process applications for Navy personnel stationed at activities in Okinawa.

g. Officer in Charge, Personnel Support Activity Detachment, Misawa, will process applications for naval personnel stationed at Misawa.

h. Chief Petty Officer in Charge, Personnel Support Activity Detachment, Customer Service Desk Iwakuni, for Navy personnel stationed at Iwakuni.

8. Commanding Officer's Responsibility

a. Establish administrative procedures to ensure strict compliance with the provisions of references (a) through (h) and this instruction.

b. Assist service members in processing requests for command sponsorship in accordance with this instruction.

c. Family entry approval

(1) If service member has orders for a consecutive overseas tour and service member and family members are found suitable for continued overseas assignment, initiate appropriate request for family entry approval and concurrent/non-concurrent travel. If the old and new commands both fall under the purview of the same family entry approval authority, family entry approval is not required. However, any information that would impact on reassignment will be reported to PERSCOM with info copy to the appropriate overseas commander, and transfer will be held in abeyance pending acceptance of the status change.

(2) For non-PSD supported commands (i.e., homeported ships/squadrons or activities that maintain their own service/pay records), upon arrival of family members who are authorized non-concurrent travel, report the number of command-sponsored family members on station via the Diary Message Reporting System (DMRS) per reference (j).

d. Non-concurrent travel request submitted after member reports to overseas PDS.

(1) Members whose family members are acquired prior to the effective day of orders, as defined in reference (b), but who elect to request command sponsorship after reporting to the overseas PDS shall submit requests for non-concurrent travel of family members utilizing the procedures contained in reference (h). Failure to secure approval prior to arrival of family members may result in disapproval of requests for command sponsorship if family members fail overseas screening.

(2) Counsel service members, as appropriate, of childcare difficulties in Japan as outlined in paragraph 12 below.

(3) For non-PSD supported commands, upon arrival of family members who are authorized non-concurrent travel, report the number of command-sponsored family members on station via the DMRS per reference (j).

e. Locally acquired dependents

(1) Encourage members not to bring their family members to Japan at their own expense. Ensure all members, regardless of pay grade, with

noncommand-sponsored family members overseas are aware of the provision that it is their responsibility to provide return transportation at their own expense for these family members. Additionally, COMNAVFORJAPANINST 11101.12 series governs entitlement to government quarters for noncommand-sponsored dependents and should be carefully reviewed.

(2) Advance decision of command sponsorship. In an effort to ease some of the out of pocket expenses incurred by service members who bring family members to Japan for the purpose of establishing a household and requesting command sponsorship, an advance determination may be obtained from Commander, U.S. Naval Forces, Japan prior to family members' commencement of travel. This determination will be as indicated by enclosure (5) or enclosure (6). After decision has been made, service member may elect/not elect to bring family members to Japan at own expense. Member is cautioned that all requirements must be met, including overseas screening, obligated service, and projected rotation date (PRD) to allow for accompanied tour and/or 12 months remaining on board after arrival of dependents, whichever is greater, prior to commencement of travel. Requests involving more than 3 primary family, secondary family members, or other unusual cases should be forwarded direct to Commander, U.S. Naval Forces, Japan utilizing enclosure (2).

(3) In cases of newly acquired family members or noncommand-sponsored family members, service members may submit application for command sponsorship to the appropriate overseas commander designated in paragraph 7 using enclosure (2). Commands must ensure all applicable enclosures are attached and reviewed for accuracy. Requests received with incomplete, erroneous, or missing enclosure will be returned to the command without action pending resolution of the problem. Ensure following are included, if applicable.

(a) Copy of NAVPERS 1070/602, Record of Emergency Data.

(b) Copy of NAVCOMPT 3072, Dependency Status Action, for secondary dependents only.

(c) Copy of Administrative Remarks (Page 13), (enclosure (3)) for secondary dependents only (see enclosure (3)). Original Page 13 should be kept in service record.

(d) Copy of PRD extension request (NAVPERS 1306/7 or message), if required.

(e) Copy of NAVPERS 1070/621, Agreement to Extend Enlistment, or NAVPERS 1070/622, Assignment to and Extension of Active Duty, if required.

(f) Copy of NAVPERS 1300/16, Report of Suitability for Overseas Assignment, on family member(s).

(g) Copy of Authorization to Marry from the applicable area commander or designated representative as required by references (k) and (l).

(h) Copy of NAVPERS 1740/6, Navy Family Care Plan Certificate, (required for service member married to service member with family members and single parents).

(3) In the case of non-PSD supported commands, the Commanding Officer will ensure an internal system is established to:

(a) Track approval/disapproval of requested PRD extensions and provide notification to appropriate overseas commander of approval/disapproval.

(b) Report the number of command-sponsored family members on station via the DMRS, per reference (j), upon approval of command sponsorship.

(4) Ensure members who request command sponsorship of acquired family members are counseled concerning recoupment of station allowances and withdrawal of command sponsorship in the event of disapproval of a PRD extension.

(5) Advise members who have no command-sponsored family members and subsequently acquire family member(s) during their tour that they are not eligible for payment of arrival Temporary Lodging Allowance (TLA) on behalf of the acquired family members.

9. Effective Date. Per reference (a) command sponsorship shall be effective from the date of determination and shall not be retroactively granted. Child(ren) born to service members who already have command-sponsored family members shall be considered command sponsored at birth.

10. Submission Procedures. Requests for command sponsorship involving 3 or fewer primary family members will be submitted, utilizing enclosure (2), directly to the appropriate activity listed in subparagraphs 7.c through 7.h. If the request involves secondary family members, excess of 3 primary family members, or other unusual circumstances, it will be submitted, utilizing enclosure (2), to Commander, U.S. Naval Forces, Japan.

11. Overseas Commander's Responsibility

a. Family entry approval. Follow provisions in references (e), (f), and (h) and this instruction, including paragraph 12 below.

b. Non-concurrent travel request submitted after member reports to overseas PDS.

(1) Follow provisions in reference (h).

(2) Submit a report of the number of command-sponsored family members via SDS.

c. Locally acquired family member

(1) Verify the service member meets the criteria in paragraph 6 above.

(2) Determine, based upon all available information, whether a bona-fide hardship to the service member will result if command sponsorship is denied.

(3) Use format in enclosure (4) to approve request and format in enclosure (5) to disapprove request.

(4) Notify the supporting PSD, if applicable, of command sponsorship decision with info copy so that it may:

(a) Submit a report of the number of command-sponsored family members via SDS.

(b) Track PRD extensions and notify members of approval/disapproval.

(c) Assist commands in requesting withdrawal of command sponsorship if the PRD extension request is denied.

12. Special Instructions

a. Childcare

(1) Childcare in Japan is often expensive and difficult to find, especially due to language and cultural differences with our host country. Service members are not always able to find suitable or affordable childcare on the economy. Most Child Development Centers in Japan have waiting list ranging from four to eight months. This situation may pose a personal problem to service members who are single parents or service members with child(ren) who are married to another service member. Counseling is required on these members prior to transfer to Japan.

(2) All family entry approval granting authorities listed in paragraph 7 must ensure family entry approval messages for single parents or service members married to another service member with child(ren) contain the following statement:

"FAMILY ENTRY APPROVAL/COMMAND SPONSORSHIP IS GRANTED CONTINGENT UPON THE COMMAND'S COUNSELING OF (RANK/RATE AND NAME) REGARDING THE DIFFICULTIES THAT CAN BE ANTICIPATED IN HIRING SUITABLE CHILDCARE DUE TO THE EXPENSE AND THE LANGUAGE AND CULTURAL DIFFERENCES IN JAPAN. SERVICE MEMBERS MUST BE READILY AVAILABLE TO BEGIN WORK UPON REPORTING FOR DUTY. (RANK/RATE AND NAME) MUST HAVE CURRENT NAVPERS 1740/6 (NAVY FAMILY CARE PLAN CERTIFICATE) AND NAVPERS 1740/7 (NAVY FAMILY CARE PLAN ARRANGEMENTS) ON FILE."

b. Medical Care for Secondary Family Members

(1) Secondary family members (meaning parents and parents-in-law when referred to herein) are eligible for treatment at a military treatment facility only. They are not statutorily eligible for any TRICARE/CHAMPUS benefits under Title 10, United States Code, Sections 1072, 1079, and 1086; and Title 32 of the Code of Federal Regulations, parts 199.17 and 199.3. If the secondary dependent requires medical care beyond the capabilities of the local U.S. Naval Hospital, the dependent may be disengaged to a Japanese medical facility or to a medical facility in the United States. The service member/sponsor will be responsible for all bills incurred if this individual requires treatment outside of the local U.S. Naval Hospital. This dependent is eligible for routine medical evacuation to the United States. However, the service member is responsible for reimbursing the U.S. Government for any expenses associated with special medical evacuation requirements to a military treatment facility in the United States, if necessary. The service member is strongly encouraged to acquire private health insurance for this dependent. Any medical bills incurred by the secondary dependent outside of the local U.S. Naval Hospital may be deducted from the sponsor's military pay.

(2) All family entry approval messages with approved sponsorship of a secondary family member will paraphrase the information contained in paragraph 12.b(1) above.

/s/
F. E. CRECELIUS
Deputy and Chief of Staff

Distribution:
NAVFORJAPAN

Copy to: 21A2; 50C; C31E (Seoul only); FJA1; USCG FE; COM5THAF; NAMTRAGRUDET
2004

Stocked:
Commander
U.S. Naval Forces, Japan (N11)
PSC 473 Box 12
FPO AP 96349-0051

DEFINITIONS

1. Acquired family member - An acquired family member is an individual who becomes a family member through marriage, adoption, or other action during the service member's current tour of overseas service.

a. Per reference (a), this term includes family members who initially arrive in the vicinity of the overseas PDS in a tourist status and take up residence with the member with the evident intent to establish a permanent household. This term does not include those individuals dependent upon the member or children born of a marriage that existed before commencement of the current overseas tour.

b. In cases where one member of a member-to-member marriage separates from the service, the separating member may be command sponsored the day following separation, providing the remaining member is serving the accompanied tour length, and, the separating member did not travel back to CONUS at government expense at the time of separation.

c. For children born to single members overseas, command sponsorship may be granted at birth, provided the member is serving or elects the accompanied tour length. Children born to members with command-sponsored spouse or other command-sponsored family members are command sponsored at birth.

d. A family member who was command sponsored but returned early at government expense for personal reasons from an overseas area will be treated as an acquired family member upon return, at personal expense, to the same permanent duty station. Family members who return to an overseas PDS after having been early returned from the overseas area may be command sponsored again, but only after the service member obligates to serve 24 months after family members return and all other command sponsorship criteria are met.

2. Command-sponsored family member - Family member residing with the service member at a location outside CONUS, where the sponsor is authorized to serve the accompanied tour in an area that has an accompanied tour prescribed and family members are authorized by appropriate authority to be at sponsor's duty station. Presence of command-sponsored family member entitles the service member to station allowances at the "with dependent" rate. Command sponsorship is limited to those defined as "dependents" in reference (b).

3. Command sponsorship - Determination of command sponsorship will be made a matter of record. Command sponsorship shall be effective from the date of determination and shall not be retroactively granted (i.e., dated prior to the service member's request) for any reason. Command sponsorship carries with it travel and transportation entitlements and shall not be rescinded while the family members are at the overseas PDS except with the authorization of SECNAV via CHNAVPERS (PERS-20). Such authorization to rescind command sponsorship will not affect transportation entitlements but will affect station allowance payment and use of family member support facilities.

Benefits of command sponsorship:

- a. Overseas Housing Allowance (OHA) at the with dependent(s) rate.
 - b. Cost of Living Allowance (COLA) at the with dependent(s) rate.
 - c. Eligibility for on-base housing.
 - d. Environmental and Morale Leave (EML). Only command-sponsored family members are authorized EML travel.
 - e. Department of Defense Dependent School (DoDDS). Command sponsorship is required for children to attend DoDDS.
 - f. Government transportation to the sponsor's next duty station.
 - g. Departure Temporary Lodging Allowance (TLA). Members with command-sponsored family members are entitled to departure TLA, not to exceed 10 days, prior to departure on PCS orders.
4. Family entry approval - A procedure for authorizing family members to enter the overseas PDS area. In those areas designated as requiring family entry approval, such approval allows family members to travel to the overseas PDS at government expense and constitutes command sponsorship. This form of command sponsorship is usually obtained prior to member and dependents commencing travel to the overseas duty station. However, if sponsoring member reports to the overseas duty station without family members, member may subsequently apply for non-concurrent travel of family members per reference (h).
5. Formerly command-sponsored family member - A family member who was command sponsored but continues to reside in the vicinity of the overseas PDS at which command sponsorship was conferred while the service member serves a consecutive unaccompanied overseas tour in another country, or is assigned to unusually arduous sea duty in CONUS. Members anticipating transfer from Japan who must leave family member(s) in Japan due to TEMDU, denial of entry approval at next duty station, assignment to a dependent-restricted tour, etc. must consult reference (i) for information on Continued Logistic Support.
6. Noncommand-sponsored family member - A family member residing in an overseas area who is not command sponsored. Noncommand-sponsored family members fall under the Status of Forces Agreement (SOFA) for immigration status but are not entitle to travel to and from the member's overseas PDS at government expense, nor do they entitle the member to station allowances at the "with-dependent" rate. Family members in this category will be provided medical care as provided by law, Space Available transportation in certain cases, and use of exchange, commissary, and other on-base facilities as governed by the SOFA.
7. Non-concurrent travel - Authorization for family members to travel separately from the member. Family members are authorized to travel from the member's old PDS to the new PDS at government expense. Travel is usually performed after member has reported to the overseas PDS.

Date

From: (Member requesting command sponsorship)
To: (Appropriate designated overseas commander listed in paragraph 7)
Via: (1) (Requesting individual's Commanding Officer/Officer in Charge)

Subj: REQUEST FOR LOCALLY ACQUIRED OR INDIVIDUALLY SPONSORED DEPENDENTS TO
BE
RECOGNIZED AS COMMAND SPONSORED DEPENDENTS

Ref: (a) MILPERSMAN 1300-150 through 1300-210
(b) COMNAVFORJAPANINST 1300.1R

1. Per references (a) and (b), request my dependent(s) listed below be recognized as command sponsored.

a.	<u>NAME OF DEPENDENTS</u>	<u>RELATIONSHIP</u>	<u>DATE AND PLACE OF BIRTH</u> (Children only)
----	---------------------------	---------------------	---

2. (If applicable) I agree to extend my enlistment and/or projected rotation date (PRD) to complete the required 36 months accompanied tour (as applicable). I further understand that I must have at least 12 months (24 months for returnee dependents) remaining in my current tour upon approval of command sponsorship.

3. I understand if my request for PRD extension is disapproved, action will be initiated to withdraw command sponsorship, recoup any monies paid to me on behalf of dependents (i.e., OHA, COLA), and to stop the station allowances I am collecting on behalf of family member(s). Transportation of my family member(s) from overseas permanent duty station (PDS) will be at my own expense.

4. If command sponsorship of my family members is denied, the bona fide hardship I will face is _____

Applicant's Signature

1300
Ser
Date

FIRST ENDORSEMENT on

From: (Requesting individual's Commanding Officer/Officer in Charge)
To: (Appropriate designated overseas commander)

Subj: REQUEST FOR LOCALLY ACQUIRED OR INDIVIDUALLY SPONSORED DEPENDENTS TO
BE
RECOGNIZED AS COMMAND SPONSORED

Ref: (c) DMRSMAN (Diary Message Reporting System Users' Manual)

Encl: (1) Copy of NAVPERS 1070/602, Record of Emergency Data
(2) Copy of NAVCOMPT 3072, Dependency Status Action, for secondary dependents only
(3) Copy of Administrative Remarks (Page 13), for secondary dependents only
(4) Copy of PRD extension request (NAVPERS 1306/7 or message)
(5) Copy of NAVPERS 1070/621, Agreement to Extend Enlistment, or NAVPERS 1070/622, Assignment to and Extension of Active Duty (if required)
(6) Copy of NAVPERS 1300/16, Report of Suitability for Overseas Assignment, on family members
(7) Copy of Authorization to Marry (if required)
(8) Copy of NavPers 1740/6, Navy Family Care Plan Certificate
(required
for servicemember married to servicemember and single parents)

1. Forwarded, recommending approval/disapproval. The information contained in the basic request has been verified and is certified correct. (If request is disapproved, indicate reason).

2. Following additional information provided

- a. Date and place of marriage: _____
- b. EAOS (As extended): _____ PRD (As extended): _____
- c. Date departed CONUS: _____ Date arrived Japan: _____
- d. Date reported on board present duty station: _____
- e. Last permanent duty station: (see note 1) _____
- f. Date reported on board last permanent duty station: (see note 1) _____
- g. Date dependents arrived on station (In Japan): (see note 2) _____
- h. Local address of dependents (WHERE PHYSICALLY LIVING - NOT A MAILING ADDRESS): (see note 3) _____
- i. Indicate one of the following:
 - (1) Member is not in receipt of orders; or
 - (2) Member is in receipt of orders to transfer in (mo/yr) to (station).

Notes:

1. Required only if last permanent duty station was in Japan.
 2. Must contain a date. If married in Japan, date will be date of marriage. If married outside Japan, date will be the actual date dependents arrived in Japan after marriage.
 3. Indicate if government quarters or private rental.
3. (Appropriate overseas commander) will be notified upon approval/disapproval of PRD extension, if one was required. If the PRD extension is denied, action will be initiated per reference (a) to withdraw command sponsorship, stop station allowances member is receiving on behalf of dependent(s), and recoup any monies paid thus far. Per reference (c) the required DMRS report will be done upon approval of command sponsorship and/or arrival of dependents, whichever is later.

(Signature of CO, OIC, or individual
authorized to sign "By direction")

Copy to:
Service member

**SAMPLE PAGE 13 ENTRY REQUIRED WHEN REQUESTING
COMMAND SPONSORSHIP OF SECONDARY FAMILY MEMBER**

(Date) I am aware that secondary dependents (dependent parents/
parents-in-law) are eligible for treatment at a military
treatment facility only. This dependent is not statutorily
eligible for any TRICARE/CHAMPUS benefits under Title 10,
United States Code, Sections 1072, 1079, and 1086; and Title
32 of the Code of Federal Regulations, parts 199.17 and 199.3.
I understand that if this category dependent requires medical
care beyond the capabilities of U.S. Naval Hospital, Yokosuka,
this dependent may be disengaged to a Japanese medical facility
or to a medical facility in the United States. I understand
that I will be responsible for all bills incurred if this
individual requires treatment outside of the U.S. Naval
Hospital, Yokosuka.

I understand that this dependent(s) is eligible for routine
Medical evacuation to the United States. I will be responsible
for reimbursing the U.S. government for any expenses associated
with special medical evacuation requirements to a military
treatment facility in the United States, if necessary. I
further understand that I am strongly encouraged and have been
counseled to acquired private health insurance for this
dependent, and that any medical bills incurred by this
dependent outside of U.S. Naval Hospital, Yokosuka may be
deducted from my military pay.

(signature)

WITNESSED:

(Name, grade, title)

1300
Ser

From: (Appropriate designated overseas commander)
To: (Applicant)
Via: (Requesting individual's Commanding Officer/Officer in Charge)

Subj: REQUEST FOR LOCALLY ACQUIRED OR INDIVIDUALLY SPONSORED DEPENDENT(S) TO
BE RECOGNIZED AS COMMAND SPONSORED

Ref: (a) MILPERSMAN 1300-150 - 1300-210
(b) COMNAVFORJAPANINST 1300.1R
(c) Your ltr of _____
(d) JFTR 9203-D

1. Per references (a) and (b), the request contained in reference (c) is approved.
2. Your family member(s) (____ name(s)____) is/are recognized as command sponsored effective (____ date____).
3. (Name of service record holder) will track requested PRD extension and notify you of approval/disapproval. If your PRD extension is denied, action will be initiated to withdraw command sponsorship, stop all station allowances received on behalf of your dependent(s), and recoup any monies paid thus far on behalf of your dependent(s).
4. (If applicable) You are advised that, per provisions of reference (d), there is no entitlement to payment of arrival Temporary Lodging Allowance (TLA) on behalf of your locally acquired family member(s). Reference (d) specifically advises that a member serving an OCONUS tour who has not dependents but acquires dependents during that tour is not eligible for TLA for those dependents upon arrival because the member was without family members on the effective date of permanent change of station (PCS) orders
5. (If applicable) It should be noted that E-3 and below will not be placed in government quarters in Yokosuka and are required to seek off-base housing, however, you can place your name on the housing waiting list to establish effective date for assignment purposes. You will be eligible for government housing when frocked/advanced to E-4.

(Signature of CO, OIC, or
authorized "By direction" signature)

Copy to:
Housing Office
PERSUPPACT FE (w/copy of ref c)
Pers (appropriate detailer)

1300
Ser

From: (Appropriate designated overseas commander)
To: (Applicant)
Via: (Requesting individual's Commanding Officer/Officer in Charge)

Subj: REQUEST FOR LOCALLY ACQUIRED OR INDIVIDUALLY SPONSORED DEPENDENT(S) TO
BE RECOGNIZED AS COMMAND SPONSORED

Ref: (a) Your ltr of _____
(b) MILPERSMAN 1300-150 - 1300-210
(c) COMNAVFORJAPANINST 1300.1R

1. The request contained in reference (a) cannot be approved as you do not meet the criteria of references (b) and (c).
2. Specifically, (insert reason for disapproval and a brief explanation of what would be required for member to become eligible).

(Authorized signature)

Copy to:
Supporting PSD (w/copy of ref (a))
Housing Office
Pers (appropriate detailer)

COMNAVFORJAPANISNT 1300.1R
28 July 2000

1300
Ser N11/

From: Commander, U.S. Naval Forces, Japan
To: (Service member concerned)
Via: (Requesting individual's Commanding Officer/Officer in Charge)
Subj: COMMAND SPONSORSHIP
Ref: (a) Your req of (date) w/end

1. In response to reference (a), preliminary approval is forwarded for command sponsorship of your dependent(s), (relationship(s) and name(s)). The effective date of final sponsorship will be based on dependent(s)' arrival in Japan. Submit evidence showing date of arrival (i.e., immigration stamp in passport issued upon entry at air terminal) to this command.

(signature)

Copy to:
PSD Yokosuka

Enclosure (6)