

MEMORANDUM

From: Transfers Section LPO, PSD Pearl Harbor

Subj: FAMILY ENTRY APPROVAL (FEA) REQUEST

1. In accordance with the Officer and Enlisted Transfer Manuals, Family Entry Approval (FEA) is required for specific geographical locations. Requirements for an FEA are listed in paragraph 2. **These requirements must be met before an FEA request can be submitted; delay in compliance of these requirements will delay submission of the FEA request**, which in turn may cause unnecessary hardship on you or your family. FEA is a requirement before JPPSO will pack out and ship HHG, and before NAVPTO can issue tickets for transportation.

2. PSD will prepare the Navy message requesting for the Dependent/Family Entry approval. However, prior to submission, the following must be completed:

- (a) Obligated service must be completed (extension must be signed) or copy of the approved reenlistment chit provided.
- (b) Dependency data information on ESR (Page 2) must reflect correct family members. Provide signed copy.
- (c) DEERS verification must be completed. Please provide a copy.
- (d) Please provide us with the completed, approved overseas screening for the member and family.
- (e) The following information is required to prepare and submit the FEA request message:

A. Names and relation of family members who will be traveling with you to the overseas station. Note: Some areas will require additional approval for more than three (3) family members.

NAME	RELATIONSHIP	DATE OF MARRIAGE/BIRTH	SCHOOL YR/GRADE UPON ARRIVAL

Note: For secondary dependents/parents, please provide copy of approval of dependency.

B. Are you a U.S. citizen? Yes / No
If no, what is your country of citizenship? _____
Passport no.: _____

C. Are your family members U.S. citizens? Yes / No
If not, what is the country of citizenship for family members?

Please provide foreign passport number for each family member not a U.S. citizen or if in receipt of No-Fee passports with expiration dates:

Name: _____ Passport number & Expiration Date: _____

D. Local Address and Phone Number: _____

E. Command-approved Detach date: _____ Date you plan on departing the U.S. for the overseas station: _____

F. What is your preference for living quarters?

Civilian quarters / Government quarters

If government quarters are not readily available, are civilian quarters acceptable? Yes / No

Is your sponsor authorized to act as agent for procurement of civilian quarters or Government quarters? Yes / No

G. Do you and/or your family members currently have No-fee (government) passports? Yes / No

Family member name: _____ Passport No. & Expiration Date _____

H. Have you and your family members completed the Overseas Suitability screening process? Yes / No

Note: If "yes", ensure that PSD is in possession of the original screening documents and that your command has sent the Overseas Suitability Screening message or BOL.

I. Have you met the Obligated Service requirement? Yes / No

If "no", the FEA request cannot be submitted until compliance is verified. Ensure that you discuss the OBLISERV requirement with your Command Career Counselor.

J. Please list any other information that you would like for your new duty station to know, such as special skills of your spouse and/or children (i.e. teachers, etc.):

3. If you have any questions or concerns regarding the Family Entry Approval process, do not hesitate to contact your Command Personnel Coordinator (CPC).