



DEPARTMENT OF THE NAVY
COMMANDER, U.S. NAVAL FORCES CENTRAL COMMAND
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CUSNC/C5FINST 1300.1B
N01

18 OCT 2015

COMUSNAVCENT/COMUSFIFTHFLT INSTRUCTION 1300.1B

From: Commander, U.S. Naval Forces Central Command/
Commander, U.S. FIFTH Fleet

Subj: BAHRAIN DEPENDENT ENTRY AND QUOTA MANAGEMENT BUSINESS RULES

Encl: (1) Reference List
(2) DEA Weekly Excel Reporting Format

1. Purpose. Provide guidance for the management of the Dependent Entry Approval (DEA) process for Department of Defense (DoD) personnel assigned to Bahrain on accompanied orders.
2. Cancellation. COMUSNAVCENT/COMUSFIFTHFLT 1300.1A. This instruction is a complete revision and should be reviewed in its entirety.
3. Background. Per reference (a), the Office of the Secretary of Defense (Personnel and Readiness) OSD (P+R), limited Bahrain Based DoD Personnel accompanied tours at 686. As the United States Defense Representative (USDR), Commander, U.S. Naval Forces Central Command (COMUSNAVCENT) is the military representative for coordination of security matters for all noncombatant DoD elements. COMUSNAVCENT is responsible for managing and enforcing the OSD limitation on accompanied billets.
4. Policy and Scope. This instruction applies to all DoD military and civilian personnel assigned to the Kingdom of Bahrain activities on permanent change of station orders. The presence of U.S. forces is governed by reference (b). All dependents, regardless of command sponsorship, are required to comply with reference (b).
5. Dependent Entry Management. Per reference (c), DEA is a process to obtain permission to bring dependents into a specific area and is NOT command sponsorship. COMUSNAVCENT as USDR, is responsible for the Bahrain area of responsibility (AOR) DEA program and will publish quota allocation messages as needed. Prior approval is required for assignment of personnel to Bahrain with dependents. Commands requesting DEA quotas must submit requests through COMUSNAVCENT. Enclosure (1) contains a detailed reference list.

DEA is required to execute an accompanied tour to Bahrain. Accompanied tours are not guaranteed. Commands may allocate DEA quotas at approximately 11% of eligible permanent duty personnel.

a. A DEA Quota should not be confused with "people." A DEA quota is issued to a sponsor for all authorized dependents, not to each individual dependent. One sponsor, regardless of number of authorized dependents, equals one DEA quota counted against the prospective command's quota authorization.

b. Prospective gains to Bahrain may request an accompanied billet DEA Quota per reference (e). Commands will then initiate the DEA request via

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member's appropriate detailing process and submit to the Naval Support Activity (NSA) Bahrain DEA coordinator, within 30 days of orders receipt. The DEA message is outlined in reference (e). The following conditions also apply:

- (1) Officers are nominated via ORB during order negotiation.
 - (2) Enlisted are nominated via Career Management System detailer during order negotiation.
 - (3) Gaining command has not exceeded accompanied quota limits and offers member an accompanied 24-month billet.
 - (4) Member must be E-5 or above.
- c. Overseas screening must be initiated prior to receiving orders to Bahrain. Overseas screening and suitability determination are crucial to quota management and are required for command sponsorship per references (f) and (g).
 - d. Suitability for overseas assignment is based on medical status and command review. Commands must ensure each family member is medically screened per reference (g).
 - e. Base medical facilities are not available for DoD civilian employees or their family members. DoD civilian employees are not inherently authorized to use on-base medical facilities in Bahrain. If not otherwise authorized, DoD civilian personnel and dependents must utilize local medical facilities at their own expense.
 - f. The member must complete the minimum time on station as defined by the JTR, reference (h). If a member chooses to extend for the purposes of gaining a DEA quota, there can be no other personnel under orders for the billet, the member cannot have been issued a follow-on tour and for incumbent DoD civilian employees, no job offer can have been extended for the position to another individual.
6. Command Sponsorship. Command sponsorship is a separate process from DEA and is governed by NSA Bahrain. Personnel inbound to Bahrain must comply with sponsorship guidelines to ensure timely and accurate processing. Once a dependent is on-island, individual commands are required to report status to COMUSNAVCENT N1 using enclosure (2).
- a. Member's transferring command or servicing Personnel Support Detachment (PSD) is responsible for initiating a request for command sponsorship per references (f), (g), and (i).
 - b. For civilian personnel, DEA and command sponsorship requests are processed by the local Human Resources Office (HRO).
 - c. A family member is officially command sponsored only when the sponsor is authorized to serve an accompanied tour, is granted a DEA quota, and is in receipt of an official command sponsorship letter from NSA Bahrain.
7. Non-Command-Sponsored Family Members. Dependents of DoD personnel on unaccompanied orders and those that have not been designated as command sponsored dependents are considered non-command sponsored dependents. Non-

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command sponsored dependents may travel to Bahrain as long as they comply with host nation entry and visa requirements. NSA Bahrain will not process resident visas for non-command sponsored dependents. See references (d) and (i).

8. Early Return of Family Members. Early Return of Dependents (ERD) is NOT guaranteed. Paragraph of reference (h) and reference (ll) cover situations where it is in the government's best interest to authorize ERD.

a. Per reference (h), Joint Travel Regulations, Appendix Q1, a member executing an accompanied tour of 24 months must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 days or less from the member's arrival date), whether the member believes that the security conditions are consistent with the family's expectations. Should a legitimate security concern exist, a member may elect to return dependents to continental United States (CONUS) at no cost to the member, and serve an unaccompanied tour (12 months).

b. Early Return/Reassignment due to Unsuitability: Per reference (k), the Early Return/Reassignment Program ensures the availability and continuity and care of military family members currently stationed overseas continental United States (OCONUS) where required medical care, treatment, educational needs, or facilities are not available through military or civilian sources. See references (r) and (s) for Exceptional Family Member (EFM), see reference (n) for pregnant members.

9. Special Instructions

a. Deferred Accompanied Tour Election. Should a member, ordered to Bahrain on accompanied orders, elect to postpone their decision to move their dependents until after reporting to this overseas duty station, the delayed decision must be made not later than 90 days after reporting. Members not making a tour election within 90 days of reporting will be presumed to have elected to serve in an accompanied status.

b. Adult Student Family Members. Family members between ages 18 and 23 (21 for Federal Employees) and enrolled in a full-time course of study at an institute of higher learning are adult student family members. Members will not be given an accompanied member quota solely for an adult student family member, unless they will physically reside in Bahrain.

c. Overseas Marriage. Regulations and requirements for marriage in the CENTCOM AOR are contained in reference (p). New spouses are required to go through the command sponsorship process. Adding new dependents to a previous unaccompanied tour may result in projected rotation date adjustment to meet DoD area tour length requirements per reference (m). A DEA quota is not guaranteed.

d. Early Return. Per reference (h), personnel whose family member(s) were furnished early return transportation from the member's overseas duty station, outside of the first 90 days of dependent arrival, under the provisions of reference (h), chapter 5, part J-U5900, will be required to complete the prescribed accompanied tour of 24 months.

10. Responsibilities

a. COMUSNAVCENT N1 will:

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(1) Ensure all local commands adhere to and use references (c) through (e) for accompanied tours.

(2) Assign, monitor, and report family member numbers.

(3) Assign and monitor accompanied tour DEA quotas.

(4) Conduct semi-annual review of family member quota allocation.

b. Commands assigned DEA quotas shall:

(1) Manage assigned accompanied quotas and submit weekly reports by emailing enclosure (2), Excel format, to COMUSNAVCENT and NSA DEA coordinators. Minimally, commands with DEA quotas are required to maintain accurate listings of number of quotas used, number of quotas available, and number of family members in country. An up-to-date listing of family member contact and recall information must also be maintained.

(2) Contact COMUSNAVCENT N1 before exceeding DEA quota allocation.

c. NSA Bahrain shall:

(1) Per reference (d), NSA Bahrain is responsible for the command sponsorship of eligible dependents. Allocation of a DEA quota does not constitute command sponsorship and NSA Bahrain can not issue additional DEA quotas without authorization from COMUSNAVCENT N1.

(2) Submit DEA monthly reports detailing members being granted command sponsorship of dependents to COMUSNAVCENT N1 and NSA Bahrain.

(3) Report status of support infrastructure necessary for family member minors to COMUSNAVCENT N1, including medical, dental, Department of Defense Dependents Schools and childcare constraints.

11. Lessons Learned. Lessons learned since return of dependents in 2009.

a. Visas and Passports. Government "No-Fee" passports and visas are required for all DoD personnel and their command sponsored dependents in Bahrain. Dependent entry approval and command sponsorship will not be approved for family members not holding a current passport. All inbound personnel must acquire a "No-Fee" passport prior to entry. Passport and resident visa are required to attain a Population Registration Card (CPR) (Bahrain Identification Card). CPR is required for day to day activities such as leasing a flat and establishing utilities and phone accounts. Comprehensive passport/visa information for transfer to Bahrain can be found on the DoD Electronic Foreign Clearance Guide website at:
<https://www.fcg.pentagon.mil/fcg.cfm>

b. Childcare. Childcare in Bahrain is limited. NSA Bahrain must ensure DEA messages for single parents or dual military with children contain the following statement:

"DEA/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 SERVICE. MEMBERS MUST BE READILY AVAILABLE TO BEGIN WORK UPON REPORTING FOR DUTY, INCLUDING SHIFTWORK IF REQUIRED. (RANK/RATE AND NAME) MUST HAVE CURRENT NAVPERS 1740/6 (NAVY FAMILY CARE PLAN

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CERTIFICATE) AND NAVPERS 1740/7 (NAVY FAMILY CARE PLAN ARRANGEMENTS) ON FILE."

c. Child Development Center (CDC). CDC enrollments should be coordinated before entering Bahrain. CDC facility availability is limited.

d. Department of Defense Dependents Schools (DoDDS). Bahrain educational facilities and DoDDS seats are limited. Seating is especially limited for grades 7-12 and is factored into sponsorship approval.

e. Exceptional Family Members. EFM care in Bahrain is extremely limited. Per references (r) and (s), NSA Bahrain Branch Medical Clinic OIC has final authority regarding EFM authorizations.

f. Pregnancy. Reference (n) contains policies and procedures regarding pregnant service members. Non-married military members and civilian employees who become pregnant while in Bahrain will be sent to CONUS due to laws in Bahrain that discourage single parent births.


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Distribution:
CUSNC/C5FINST 5216.1F (List I and II)

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COMUSNAVCENT/COMUSFIFTHFLT INSTRUCTION 1300.1B REFERENCE LIST

BAHRAIN DEPENDENT ENTRY AND QUOTA MANAGEMENT BUSINESS RULES

- Ref: (a) Approved SECDEF Memo 02 June 2000, Memo establishing Bahrain DEA Quotas at 686
- (b) Agreement on Defense Cooperation (U.S.-Bahrain)
- (c) MILPERSMAN 1300-316, Dependent Entry Approval Information
- (d) NAVSUPPACT BAHRAININST 4650.3, Command Sponsorship and Dependent Visitation
- (e) NPC DGM 4508-1404, Detailing to Commands in Bahrain
- (f) MILPERSMAN 1300-302, Suitability and Selection for Overseas Service
- (g) BUMEDINST 1300.2A
- (h) The Joint Travel Regulations (JTR)
- (i) MILPERSMAN 1300-210, Command Sponsorship of Dependents at Overseas Duty
- (j) MILPERSMAN 1306-112, NAVPERS 1306/7, Enlisted Personnel Action Request
- (k) MILPERSMAN 1300-306, Overseas Screening Deficiency Reports and Early Return Request
- (l) MILPERSMAN 1300-500, Reassignment for Humanitarian Reasons (HUMS)
- (m) MILPERSMAN 1300-308, Tour Lengths and Types
- (n) OPNAVINST 6000.1C, Navy Guidelines Concerning Pregnancy and Parenthood
- (o) MILPERSMAN 1300-200, Command Sponsorship of Dependents at Overseas Duty Stations - Policies on Overseas Station Allowances
- (p) COMUSNAVCENT/COMUSFIFTHFLTINST 1752.1D, Overseas Marriage of Navy and Marine Corps Personnel to Foreign Nationals Residing within the Central Command and Horn of Africa Area of Responsibility
- (q) DoDD 1315.18, Procedures for Military Personnel Assignments
- (r) OPNAVINST 1754.2D, Exceptional Family Member Program
- (s) MILPERSMAN 1300-700, Exceptional Family Member (EFM) Program
- (t) MILPERSMAN 1300-160, Command Sponsorship of Dependents at Overseas Duty Stations - Applicability and Definition
- (u) MILPERSMAN 1300-170, Command Sponsorship of Dependents at Overseas Duty Stations - Criteria and Status
- (v) MILPERSMAN 1300-180, Command Sponsorship of Dependents at Overseas Duty Stations - Status Change, Prohibitions, and Dependent Entry Approval
- (w) MILPERSMAN 1300-190, Command Sponsorship of Dependents at Overseas Duty Stations - Policies on Transportation at Government Expense
- (x) MILPERSMAN 1300-300, Overseas/Remote Service General Information
- (y) MILPERSMAN 1300-304, Suitability for Overseas Assignment Screening and Reporting
- (z) MILPERSMAN 4050-020, Household Goods (HHG) Shipment and Storage Entitlement Policy
- (aa) MILPERSMAN 4650-030, Navy Passenger Transportation
- (bb) OPNAVINST 4650.15B, Passenger Transportation Manual
- (cc) OPNAVINST 1000.23C, Pay/Personnel Administrative Support System (PASS)
- (dd) OPNAVINST 1300.14D, Suitability screening for overseas and remote duty assignment
- (ee) Approved SECDEF Memo 28 October 2008, Reinstatement of Bahrain as an Accompanied Tour
- (ff) Approved SECDEF Memo 25 June 2009
- (gg) Navy Standard Integrated Personnel System (NSIPS)

Enclosure (1)

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- (hh) TRICARE/CHAMPUS Policy Manual 6010.47-M
- (ii) DoDFMR Volume 7A, Definitions
- (jj) EO 12721, 30 Jul 1990, Eligibility of Overseas Employees for Noncompetitive Appointments
- (kk) DoDD 1315.07, Military Personnel Assignments
- (ll) SECNAVINST 1754.5B, Early Return of Command Sponsored Dependents
- (mm) OPNAVINST 7220.12, Basic Allowance for Housing Entitlements DoDD
- (nn) MILPERSMAN 1306-104, Projected Rotation Date (PRD) Stations - Policies on Non-Command-Sponsored Dependents
- (oo) MILPERSMAN 1300-150, Command Sponsorship of Dependents at Overseas Duty Stations - Overview

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USNAVCENT DEPENDENT QUOTA WEEKLY REPORTING FORMAT

Unit	UIC	Mil/Civ	Grade	Sponsor Name	Dependent Name	Relationship	DOM	DOB	Current Grade
COMUSNAVCENT	57007	MILITARY	O3	DOE, JOHN	DOE, JOHN	SELF	8/24/1985		N/A
COMUSNAVCENT	57007	DEPENDENT	O3	DOE, JOHN	DOE, AMANDA	ADULT	8/24/1985		N/A
COMUSNAVCENT	57007	DEPENDENT	O3	DOE, JOHN	DOE, JENNIFER	CHILD		9/10/2000	12
COMUSNAVCENT	57007	DEPENDENT	O3	DOE, JOHN	DOE, DAVID	CHILD		3/25/2006	5
DISA	53624	CIVILIAN	GS14	SMITH, WILLIAM	SMITH, WILLIAM	SELF	9/16/1999		N/A
DISA	53624	DEPENDENT	GS15	SMITH, WILLIAM	SMITH, SARAH	ADULT	9/16/1999		N/A
DISA	53624	DEPENDENT	GS16	SMITH, WILLIAM	SMITH, JESSICA	CHILD		3/15/2001	11
DISA	53624	DEPENDENT	GS17	SMITH, WILLIAM	SMITH, RANDAL	CHILD		5/23/2005	6