

STANDARD PROCEDURES FOR ARRANGING PORT CALLS FOR ACCOMPANIED TRAVELERS

PSD/PERSONNEL DIVISION WILL:

Upon receipt of orders, interview member and screen family members.

Request Dependent Entry Approval (DEA), if required. Ensure NAVPTO NORFOLK VA//43// is an info addressee on DEA request.

Prepare DD Form 1056, Authorization to apply for a “No-Fee” Passport and/or Request for a Visa (attached), if required. Refer to [DOD Foreign Clearance Guide](#).

If required, direct family members to military passport agent in NAVPTO section to apply for “No-Fee” Passport.

Assist member in completing [DD Form 884](#), Application for Transportation for Dependents.

Forward to NAVPTO:

- * Completed Passenger Reservation Request (PRR)
- * Two completed DD Forms 884
- * Two legible copies of Standard Transfer Orders (STO)
- * Copy of DEA, if required and if received.

NAVPTO will accept PRR, DD Form 884, and orders without DEA provided the PRR provides status of entry. For example, “Entry will be requested upon completion of overseas screening.” NAVPTO cannot complete transportation for family members until DEA is received, however submitting PRR, DD Form 884, and orders will allow NAVPTO to initiate a file and conform an AMC flight if one is available.

Do not submit PRR for accompanied travel via naval message. This only requires NAVPTO to send a message requesting the above paperwork.