



DEPARTMENT OF THE NAVY

COMMANDER FLEET ACTIVITIES
SASEBO, JAPAN
PSC 476 BOX 1
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COMFLEACT SASEBO INSTRUCTION 5500.1E

From: Commander, Fleet Activities Sasebo

Subj: COMMANDER FLEET ACTIVITIES SASEBO ACCESS CONTROL

Ref: (a) USFJINST 31-204
(b) CNICINST 5530.14A
(c) CNFJINST 11101.15
(d) EXORD 14-28
(e) USFJ POLICY LETTER 37-10
(f) CFASINST 5800.1G
(g) CNFJINST 5500.7K

Encl: (1) Table of Contents
(2) Guest Restrictions during Threat Conditions
(3) Penalties for Violating Guest Regulations
(4) Request for House Guest Visitation
(5) Note for CFAS Honorary Membership Cardholder
(6) Note to CFAS Friends of the Chapel Form
(7) Access Request Form for Third Country National
(8) Access Request Form
(9) List of Personnel Authorized to Sign Base Access Application

1. Purpose. To establish the minimum security and identification requirements for access control of personnel to Commander, Fleet Activities Sasebo (CFAS) including housing areas and tenant commands. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. CFASINST 5500.1D.

3. Scope. This instruction applies to all persons seeking access to CFAS and tenant commands, to include its satellites and outlying facilities. Nothing in this instruction shall be construed as relieving commanding officers and officers in charge of their responsibility for the security of their assigned spaces onboard CFAS.

4. Definitions.

a. Military personnel. United States (US) Uniformed Services members (Active and Reserve).

b. Civilian personnel. Depart of Defense (DoD) federal civilian employees who are hired and paid from appropriated and non-appropriated funds under permanent or temporary appointment. United States Government (USG) Agency in this category is DoD unless otherwise specified separately. US contractors who are on Status of Forces Agreement (SOFA) status should have a "Letter of Identification" by the US Contracting Officer, delineating the duration for their access and any special access/shopping privileges granted under the contract to verify their SOFA status in Japan.

c. Family members. All accompanying eligible family members of military personnel or eligible civilian personnel.

d. Local Hired Employee. Master Labor Contract (MLC) and Indirect Hire Agreement (IHA), and Hourly Pay Temporary (HPT) employees who are appointed to work for CFAS and tenant commands in Sasebo.

e. Direct Hired Employee. All Personal Service Contractors (PSC) hired directly by a specific command or department such as Navy Exchange (NEX) and Fleet Readiness Department etc.

f. Domestic Help Employee. Maids/Housekeepers/Nannies hired by SOFA personnel.

g. Contractor. Local National or foreign contractors, base volunteers and representatives authorized to conduct business for CFAS and tenant commands.

h. Merchant Mariner. Contractors of the fleet of the US, and civilian-Owned merchant vessels operated by either the Government or the private sector, that engage in commerce or transportation of goods and services in and out of CFAS.

i. Off-Base Taxi Driver. Host nation civilian drivers who are authorized to conduct taxi services and designated driving service (Daiko) within CFAS with a Transportation License issued by CFAS Commanding Officer (CO).

j. Japan Self-Defense Forces (JSDF) personnel. Government of Japan (GoJ) Ministry of Defense (MoD) JSDF personnel (Active, Reserve & civilian) who require access to CFAS includes:

- (1) Japan Maritime Self-Defense Forces (JMSDF)
- (2) Japan Ground Self-Defense Forces (JGSDF)
- (3) Japan Air Self-Defense Forces (JASDF)

k. GoJ Officials. Major GoJ officials who require access to CFAS includes:

(1) Japan Defense Facilities Administration Agency such as Kyushu Defense Bureau (KDB) and Sasebo Defense Office (SDO).

(2) Sasebo Labor Management Office (LMO)

(3) Ministry of Education, Culture, Sports, Science & Technology (MEXT).

(4) Japanese Police Agency/Department

(5) Sasebo City Hall

(6) Sasebo Prosecutor's Office

(7) Sasebo District Court

(8) Sasebo Customs Office

(9) Sasebo City and Saikai City Fire Department

(10) Sasebo Post Group

l. Immediate Family Members. Family members of the military or civilian/contractor personnel who are defined as said sponsor's or sponsor's spouse, parents, unmarried widows, unmarried widowers, grandparents, grandchildren, siblings and sibling's children under 21 years old.

m. United Nations Command (UNC) Personnel. Military, civilian and dependents above the age of 10 performing duties in support of the UNC in Japan. The roster of the current UNC

personnel will be sent to the Security Officer by Headquarters, UNC in Yokota Air base periodically.

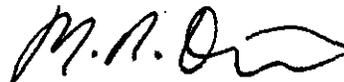
n. Distinguished person or Non-Government Group. CFAS Honorary Membership cardholders, Navy League, International Ladies Club (CO's spouse sponsored group).

o. Third Country National (TCN). Individuals whose nationality is listed in Attachment 1 of reference (a).

q. Proper Authority. CFAS CO, Chief Staff Officer (CSO), Security Officer, Assistant Security Officer, or CFAS Naval Security Forces (NSF) personnel in the event of an emergency situation or any person acting on behalf of CFAS CO in the performance of duty (Command Duty Officer).

p. Visitors. Any person with a legitimate request or requirement for short-term access to CFAS.

5. Responsibility. CFAS Security Officer, CFAS Staff Judge Advocate (SJA), CFAS Safety Explosive Officer, CFAS Public Affairs Officer (PAO), CFAS Protocol Officer, Base Housing Office, Navy Lodge Manager, Navy Gateway Inn and Suites (NGIS), Manager Fleet Logistics Center (FLC) Yokosuka Det, Sasebo Fuel Terminal Director, Navy Munitions Command East Asia Division Det (NMC EAD) Sasebo Officer, Commanding Officers/Officers-in-Charge (OIC), CFAS Department heads (other than CFAS Security Department) located within CFAS shall take responsibilities stated in chapter 15 of this instruction.


M. D. OVIOS

Distribution:

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CHAPTER 1
Access

1. Access Procedure. Access to FLEACT Sasebo is based upon careful screening criteria. Anyone seeking access to FLEACT Sasebo or its satellites must present valid identification or a pass issued by the Pass Office. Requirements for personnel or groups in the following categories who conduct official business with the USG agency onboard CFAS except for CFAS designated restricted areas are:

a. Military/civilian personnel and local hired employees. Their access will be granted without escort as long as they have proper identification.

b. USG civilian employees and US contractors (non-DoD).

(1) Requirement. Must have proper identification and TAD/TDY/ITO orders/signed government contract document which states specific purpose, location and period of time.

c. Local national contractors (Japanese).

(1) Requirement. The sponsor must request via the Pass Office, the appropriate pass for the specific contract/access period in accordance with chapter 3 of this instruction. The MEXT personnel or contractors sponsored by SDO or Sasebo City hall to conduct radioactivity survey at a designated location must submit the P-4 pass request to the Pass Office no later than one working day prior to the access date. Overtime work request and overnight parking request must be submitted to their sponsor at least three working days prior.

(2) Escort. Required unless they have submitted their PHS (USFJ Form 196aEJ/196bEJ). Those who have an escort privilege pass issued by the Pass Office may escort other contractors up to 10 contractors at one time and when the sponsor cannot provide escort unless otherwise directed by the proper authority.

d. Foreign country national contractors (excluding TCNs).

(1) Requirement. They must have proper identification with indication of their nationality and Official TAD/TDY/IT orders or signed government contract document/sponsor letter which states specific purpose, location and period of time. In the event they do not have TAD/TDY/IT orders or signed contract document or denial of submission of PHS, the sponsor must request appropriate passes to the Pass Office in accordance with chapter 3 of this instruction. Overtime work request and overnight parking request must be submitted to their sponsor at least 3 working days prior.

(2) Escort. Required unless they have TAD/TDY/IT orders or signed contract document, have submitted their PHS or have an escort pass.

e. US Merchant Mariners.

(1) Requirement.

(a) Crews who have both Merchant Mariner Credential (MMC) and Transportation Worker Identification Credential (TWIC) provide the Security Administrative Division a crew list while their ships are berthed within CFAS. There will be an approved vessel shore party access list provided at the ECPs.

(b) TWIC holders only, are required to have their names vetted through Commander, Naval Region Japan (CNRJ) via Naval Criminal Investigation Command (NCIC) as per reference (e). The crew list with required information must be submitted by the ship master to the Security Administrative Division at least seven days prior to the access date.

(2) Escort. Required for those who only have a TWIC card. They must be escorted by a CAC holder.

f. GoJ KDB/SDO/Sasebo City Hall Officials.

(1) Requirement. An annual personnel name list and vehicle list must be submitted to the Security Administrative Division. Prior to each access, they must submit enclosure (8) or notice letter or e-mail to the Security Administration Division at least two weeks prior unless otherwise directed by the proper authority. Overtime work request and overnight

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parking request must be submitted to their sponsor at least three working days prior.

(2) Escort. Not required unless otherwise directed by the proper authority.

g. Other GoJ Official.

(1) Requirement. An access request form per enclosure (8) shall be submitted to the Security Administrative Division no later than five working days prior to the access date.

(2) Escort. Not required unless otherwise directed by the proper authority. The Japanese police shall be accompanied by Security personnel to their destination.

h. JSDF personnel or JSDF sponsored guests.

(1) Requirement. JSDF sponsor must submit enclosure (8) for their guests to the Security Administrative Division no later than five working days prior to the access date. In the event when only JSDF personnel have access to Tategami JMSDF pier areas, the access list will not be required. Immediate family members of JMSDF who require access to JMSDF Tategami piers for the purpose of drop-off of their sponsored JMSDF personnel are allowed to use the back gate, but must have a JMSDF issued vehicle pass and leave the main base immediately after dropping off the sponsored personnel.

(2) Escort. Required by JSDF personnel.

i. Sasebo City Post Office. Post Office Personnel and their official vehicles requested by FLC Sasebo Post Office are allowed to enter CFAS for mail delivery purpose only.

(1) Requirement. The list of personnel and vehicles must be submitted annually to Security Administrative Division and updated whenever changes occur. Destination is only allowed between the main gate and FLC Sasebo Post Office.

(2) Escort. Not required. They have to go through CVI unless they only access for the purpose of mail delivery to JMSDF facilities.

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j. Category (CAT) I, II and III visitors. Visits by members of Japanese public entities to US facilities and areas for the purpose of fulfilling official duties shall be request for permission to make an official visit to USFJ facilities and areas as per reference (f). They are required to be escorted by the CFAS Public Affairs Officer (PAO) or Protocol Officer unless otherwise directed by CFAS CO. CFAS PAO or Protocol Officer will be the point of contact for CAT access.

(a) CAT I: Diet members, central level officials of the Government of Japan (Excluding JSDF personnel). Central level officials include not only ministers, vice-ministers, and directors general of GoJ ministries and agencies, but also all levels of representatives of central agencies. The request must be pre-approved by Joint Committee (JC) channels. After JC approves it, CFAS PAO or Protocol Officer is required to submit enclosure (8) to Security Administrative Division no later than five working days prior to the access date.

(b) CAT II: Members of prefectural or municipal assemblies, or other local government officials, from outside the prefecture in which the facility or area to be visited is located. The access request should be pre-approved by USFJ. After CFAS CO approval, CFAS PAO or Protocol Office is required to submit enclosure (8) to the Security Administrative Division no later than five working days prior to the access date.

(c) CAT III: Members of prefectural or municipal assemblies, and other officials of local governments, within the prefecture in which the facilities and areas to be visited are located. The access may be approved by the CFAS CO without prior coordination with USFJ unless otherwise specified by Service Component directives. CFAS PAO or Protocol Office is required to submit enclosure (8) to the Security Administrative Division no later than five working days prior to the access date.

(d) JMSDF sponsored CAT visitors. They shall be coordinated by JMSDF PAO with CFAS PAO or appropriate command's PAO for the proper procedure and approval. Enclosure (8) shall be submitted to the Security Administrative Division no later than five working days prior to the access date.

k. Foreign Military personnel or Government Officials. The visit shall be coordinated with CFAS or appropriate command's PAO and Protocol Office in accordance with reference (a) and (f).

(1) Requirement. The sponsor must submit enclosure (8) to the Security Administrative Division at least five working days prior to the access date. If their nationality is listed on reference (a), the access request shall be processed in accordance with reference (a).

(2) Escort. Required unless otherwise directed by the proper authority.

l. Media. Any media (TV, newspaper, radio, internet) are authorized access for media coverage on CFAS by CFAS CO's consent and approval.

(1) Requirement. Each media must submit access request to CFAS PAO office no later than five working days prior to the access date. CFAS or the appropriate command's PAO who will be sponsoring the media access is fully responsible for escorting them onto CFAS.

(2) Escort. Required from the ECPs by the sponsoring PAO personnel at all times.

m. Visitors. Any person who visits CFAS for official business for such a, office call, base tour, official event and job interview etc.

(1) Requirement. The sponsoring command or department must submit enclosure (8) to the Security Administrative Division no later than five working days prior to the access date. CFAS CO/PAO sponsored access may be exempt without temporary pass (P-4 pass) for the driver and vehicle pass when enclosure (8) is submitted to the Security Administrative Division.

(2) Escort. Required by the sponsor. Distinguished visitors may not require an escort upon CFAS CO's approval.

n. Visitors for Official Function. Attendees or visitors of official functions less than 300 visitors, such as Navy Ball,

Change of Command/Charge, CO sponsored event are granted access to CFAS.

(1) Requirement. The sponsoring command must submit enclosure (8) to Security Administrative Division at least five working days prior to the event date.

(2) Escort. Not required. A proper invitation card, party ticket and a valid picture ID as stated in chapter 2 of this instruction must be presented at the ECPs.

o. Trusted Traveler. As per reference (g), this privilege is not automatically replicated at CFAS.

2. NEX, commissary, Fleet Readiness Department's (FRD) or Morale, Welfare and Recreation (MWR) facilities. The authorization to access and use the NEX, commissary, Fleet Readiness Department's (FRD) or Morale, Welfare and Recreation (MWR) facilities will be directed by the CFAS CO. The letter of authorization to use base facilities shall be generated by the CFAS Administrative Department when deemed necessary.

3. Official Business in restricted areas. Only authorized personnel may access restricted areas. The sponsor shall follow chapter 17 of this instruction for the requirement. The visitor must be escorted by the eligible sponsor at all times. The sponsor must submit contractor's overnight parking request or overtime request to the OIC of the restricted areas prior. Violations will be subject to penalty as per enclosure (3).

4. Searches. NSF personnel will conduct random spot checks for identification purposes. Anyone is subject to inspection upon entrance and departure, and while on base, to include their proper identification and belongings.

5. Vehicle Access. Procedure and requirement are provided in chapter 6.

CHAPTER 2
Identification

1. Proper Identification Document (ID). Identification verification is required prior to being granted access to CFAS and is limited types of identification listed below. Personnel must present one of the below stated official IDs (with the exception of host nation personnel in middle and high schools, which only issue IDs with or without a picture) at all CFAS Entry Control Points (ECPs) of CFAS per reference (b) and (c). The document expiration date must be valid. If the IDs are found tempered, mutilated, protective laminate removed from its original condition, or if the ID has been otherwise altered, it will not be accepted. Any ID card listed below will be accepted as valid identification.

a. USG or DoD ID cards. Contact CFAS Security Officer for questions regarding use of additional documents listed on page 12-8 of reference (c):

(1) Common Access Card (CAC): Military, civilian personnel and eligible contractors.

(2) Department of Defense Form 2 (DD Form 2) or DD Form 1173: Family members of eligible CAC holders and who are 10 years of age or over, retired military personnel and widows and spouses of retired military personnel.

(3) Defense Biometric Identification System (DBIDS) card: Any persons stated in the categories of chapter 3 of this instruction.

(4) Department of State or US Embassy/Consulate ID: US Embassy/Consulate personnel

(5) Federal Government Credentials: USG employees (non-DoD).

(6) US Green Card: Anyone who possess a US Green card may use as a form of identification.

(7) (MMC): US Merchant Mariner or Coastal and Marine Research (CONMAR) personnel.

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(8) Transportation Worker Identification Credential (TWIC): All transportation workers requiring unescorted physical and logical access to secure areas of the nation's transportation system and their associated information systems.

b. Other Government picture ID cards. Any ID card issued by officials in the following categories:

(1) Japan/Foreign Passport. Either official passport or tourist passport.

(2) Japanese Driver's License. Japanese Driver's license with or without permanent address indication (except foreign country nationals).

(3) GoJ Issued Residence Card or Alien Registration Card: Foreign country nationals who have legal residence status in Japan.

(4) GoJ Municipal Issued Basic Residence Registration Card (Jyumin Kihon Daichyo Card). Pictured form is only acceptable.

(5) MoD Issued ID card: JSDF, JSDF organizations such as JMSDF Supply Depot, KDB and SDO personnel.

(6) Other Official picture identification issued by GoJ: This includes identification such as policeman's notebook, Japanese Coast Guard (JCG) ID card, Japan Post Group ID card, the Public Prosecutor's Office issued ID card, Ministry of Justice (MoJ) issued ID card, Fire and Disaster Management Agency issued ID card, Ministry of Internal Affairs and Communications (MIC) issued ID card, booklet for the physically disabled and Japanese mariner's pocket-ledger (Senin Techo) etc. International Driver's License and Japanese Health Insurance Card are not authorized due to the unavailability of verification of the nationality.

(7) UNC issued ID card: UNC personnel serving in Japan and dependents who are listed on the UNC Yokota Air Base roster.

c. CFAS Installation Issued ID cards.

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(1) Pass 2 (P-2) Pass (escort required or escort not required): Issued to those who access CFAS for more than 30 days to maximum of five years.

(2) Pass 3 (P-3) Pass (escort required): Issued to those who need immediate access to CFAS and is requested after hours of the CFAS Security Pass Office (Pass Office) until the Pass Office re-opens (for one day or for the weekend and holidays when the Pass Office is closed.).

(3) Pass 4 (P-4) Pass (escort required or escort not required): Issued to those who access CFAS for more than one day to less than 30 days. A P-4 pass may be issued up to 90 days as necessary.

(4) Honorary Membership Card (HMC) (escort not required): Any complimentary of persons that CFAS CO issues and grants access to CFAS.

(5) MLC Retired Pass (escort not required): MLC/IHA employees who have served CFAS including other United States Forces Japan (USFJ) installations for more than 30 consecutive years.

d. Other valid picture ID cards or document. Children who are 12 years old and under are not required to show identification, however, they must be escorted at all times by the parent or approved guardian.

(1) Student Identification: Aged from 13 to under 18 years old may substitute their student IDs (either pictured, or not) if available. School ID is acceptable only for Japanese citizens. They must be escorted by their parents, or approved guardian after 1700 hrs.

(2) Any other IDs as approved by the proper authority on a special case by case basis.

2. Display of ID Cards or Passes. While within the confines of CFAS, any persons shall have their passes or proper identifications immediately available and shall produce them for identification purposes when requested by proper authority. Passes shall be presented when entering and departing the base when required.

3. Surrender of DBIDS Cards or P-passes. DBIDS cards and P-passes shall be returned to the Pass Office due to termination of employment, completion of contact, company de-registration or when it is determined by CFAS CO or other proper authority that the pass is no longer needed.

4. Proper identification and or additional credentials required for the access to restricted areas shall be referred to in chapter 17 of this instruction.

CHAPTER 3
Issuance of Access Pass

1. Categories of Pass (CFAS Issued). The Security Officer may add or decrease categories of pass when deemed necessary. All passes must be returned to the Security Department immediately upon termination of employment, termination of contract, expiration or when the bearer becomes ineligible to possess the pass. Failure to return passes will result in suspension or denial of obtaining future access passes as directed by the Security Officer.

2. Signature Authorization.

a. Security Officer's Stamp Authorization. Only authorized Pass Office personnel may use Security Officer's signature stamp for issuance of passes issued by the Pass Office.

b. Designated Signature Authority for Pass Application. Pass applications will be processed only when the applications are signed and approved by the signing authority as follows:

(1) Respective commands and departments must submit enclosure (10) to the Pass Office prior to submitting pass request forms for applicants.

(2) Only authorized personnel submitted on enclosure (10) are authorized to sign pass request forms for pass applicants.

(3) In case a local contractor's representative is delegated to sign the forms on behalf of the sponsor, the designation letter prepared by the sponsor must be attached to enclosure (10).

3. Security Check. A security check must be conducted by the appropriate agency for any person who has a legitimate and continuing requirement for access to USFJ installations as per reference (c). The result of a security check will be valid until applicant's termination of employment or contract. There may be occasions when a CFAS CO desires an updated security check on any person as deemed necessary. The security checks shall be updated for contractors when they renew their P-2 passes. Escort privilege will be authorized after a security

check is completed. The below listed categories of personnel are specifically exempted from a security check.

- a. Active Duty military personnel and their dependents.
- b. Civil service, retired military personnel and their dependents when bearing bona fide Uniformed Services ID cards or Uniformed Services ID and privilege cards such as DD Form 2 or DD Form 1173.
- c. Other US citizens in the employment of the USG when bearing proper identification.
- d. GoJ officials and JSDF personnel.
- e. Guests and occasional visitors who are accompanied by competent escort or who possess valid base passes.

4. DBIDS Card. DBIDS card is a base access program approved by the DoD to support commands requirements to provide force protection measures to counter threats to personal security. The DBIDS card for direct hired employees will be issued up to a maximum of four years. The access during the high threat conditions and base closure will be authorized as per lists submitted by the respective commands and departments. Escort privilege will be indicated on each DBIDS card.

a. DBIDS card is issued to those who have access to CFAS for more than one consecutive year as follows:

- (1) Local hired employees
- (2) Any person as directed by the Security Officer

b. Application. The DBIDS is issued by advance reservation only.

(1) The applicants will submit the following documents to the Pass Office via their sponsor at least seven working days prior to date of employment:

- (a) Registration Form

(b) The USFJ Form 196aEJ/196bEJ Personal History Statement (PHS). If the applicant's security check requires an urgent process, it must be requested to the Pass Office upon submission.

(c) Juminhyo Honseki Kinyu Ari (Certificate of Residence) indicating his/her permanent address and family members.

c. Local hired employees who transfer to CFAS from a different USFJ installation in Japan must submit the following to the Pass Office for a renewal of DBIDS card within five working days after the transfer:

(1) DBIDS Registration Form

(2) PHS written in Japanese or in English

(3) Certificate of Residence indicating his/her permanent address and family members.

(4) One color photograph (3cm in height x 2.4cm in width) to be attached to PHS

d. If local hired employees transfer to a different department or command within Sasebo area, the employee must contact the Pass Office and complete the DBIDS renew within five working days after the transfer date.

5. P-2 Pass. P-2 pass (escort not required or required) is issued to persons requiring access in excess of 30 days, but less than maximum of five years. The P-2 must be returned to the Pass office upon termination of contract/employment. Failure to prompt return of the pass will be subject to suspension of future pass issuance. If P-2 Pass (escort not required) for a contractor needs to be extended, a PHS must be resubmitted.

a. Escort not required P-2 pass.

(1) GoJ officials who are not listed in page 3, under paragraph 4(k) (definitions) of this instruction.

(2) Direct hired employees

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(3) Contractors, local taxi drivers and domestic help employees whose PHS has been submitted except for TCNs.

(4) USG contractors who do not have CAC, but working on board CFAS.

(5) House guests as stated in chapter 7 of this instruction.

(6) Japanese/foreign nationals who go to on base colleges or on base schools except TCNs (requires proof of enrollment).

(7) Non-SOFA divorced spouses, battered spouses living in Japan who require access to CFAS for their dependent child(ren)'s requirement such as pick-up/drop-off at on base schools as necessary (requires a letter signed by the school principal).

(8) Anyone as directed by the Security Officer

b. The Escort required P-2 pass.

(1) Contractors and base volunteers whose application package is incomplete.

(2) TCN house guests

(3) Others as directed by the Security Officer.

c. Application. The applicants will submit the following documents to the Pass Office via their sponsor at least seven working days prior to the first access date: (Required for escort not required pass).

(1) Registration Form

(2) PHS (GoJ officials are not required to submit their PHS, but required to submit a copy of their GoJ official ID).

(3) The Security clearance letter signed by respective security authority may be accepted in lieu of PHS.

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(4) Two color photographs (3cm in height x 2.4cm in width) to use for P-2 Pass and PHS. If a security clearance letter is submitted in lieu of PHS, only one photograph (3cm in height x 2.4cm in width) is needed.

(5) Juminhyo Honseki Kinyu Ari (Certificate of residence) indicating his/her permanent address and family members.

(6) Foreign contractors, except TCNs who don't have Temporary Additional Duty (TAD), Temporary Duty (TDY), Invitational Travel (IT) orders and CAC or US green card will need a government contract document/sponsor letter, passport, entry visa, proper GoJ issued Residence Card or Alien Registration.

(7) Retired military personnel (Non-SOFA) will need a GoJ issued Resident Card when employed by a local contractor.

6. P-3 Pass. P-3 pass (escort required) is issued to those who need immediate access to CFAS for a short term which is requested after hours of the Pass Office. This will be limited to the visitors as follows:

a. Visitors requiring access for emergency business purposes.

b. Contractors who require emergency base access.

7. P-4 Pass. P-4 pass (escort required and escort not required) is issued to those who have access to CFAS for more than one day up to 30 days or 90 days on a case by case as follows:

a. Escort not required P-4 pass.

(1) GoJ officials who are not listed in page 3, under paragraph 4(k) (definitions) of this instruction.

(2) Contractors and domestic help employees whose security checks have been completed as necessary.

(3) Civilian personnel whose CAC is expired/lost and needs a temporary base pass until it is renewed.

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(4) House guests as stated in chapter 7 of this instruction.

(5) Direct hired employees

(6) Japanese nationals who go to on base colleges or DoD schools except TCNs (Requires proof of enrollment).

(7) Vehicle driver or contractor who is listed on the access request form submitted by the sponsor.

(8) Non-SOFA divorced spouses, battered spouses living in Japan who require access to CFAS for their dependent child(ren)'s requirement such as pick-up/drop-off at on base schools as necessary (requires a letter signed by the school principal).

(9) Anyone as directed by the Security Officer

b. Escort required P-4 pass.

(1) Contractors/base volunteers/direct hired employees whose security checks have NOT been completed.

(2) Foreign contractors except TCNs who don't have TAD/TDY/IT orders and CAC or US green card will need a government contract document, passport, entry visa, proper GoJ issued Residence Card or Alien Registration.

(3) TCN house guest as stated in chapter 8 of this instruction.

(4) Anyone as directed by the Security Officer.

c. Applications. The applicants must submit the following documents to the Pass Office no later than two working days prior to access date: (Required for escort not required pass)

(1) Request Form. A photograph is not required for P-4 pass.

(2) A valid copy of identification document as per stated in chapter 2 of this instruction.

(3) Foreign contractors except TCNs who don't have TAD/TDY/IT orders and CAC or US green card will need a government contract document*/sponsor letter*, passport, entry visa, proper GoJ issued Residence Card or Alien Registration.

(4) For retired military personnel (Non-SOFA), a Resident Card copy is required when employed by a local contractor.

(5) PHS. Those who have access to CFAS for a short time using enclosure (8) may be exempt from submitting a PHS. GoJ official is not required to submit the PHS, but required to submit a copy of their GoJ official ID. If the applicant's security check requires an urgent process, it must be noted upon submission.

(6) The security clearance letter or sponsor letter* signed by the respective authority can be accepted in lieu of a PHS.

(7) Juminhyo Honseki Kinyu Ari (Certificate of residence) indicating his/her permanent address and family members.

8. CFAS Honorary Membership Card (HMC). CFAS CO issues a HMC to any complimentary persons to access CFAS designated facilities. The details can be referred to in enclosure (5). A HMC card and HMC parking pass will be valid for three years from the date of issue, at which time it may be renewed or must be returned to the ECPs or the Pass office on or before the date of expiration. The current CFAS CO will determine the card privileges depending on the cardholder's status and installation security conditions.

a. Application. After a designated person for a HMC receives an authorization letter signed by CFAS CO via postal mail, make an appointment with CFAS PAO for issuance of HMC and HMC parking pass. CFAS PAO will coordinate with CFAS Security to obtain and issue the HMC and HMC parking pass. The person will need to bring the following to CFAS PAO for the first time when entering the ECPs and to pick up HMC and HMC parking pass:

(1) CFAS CO signed authorization letter

(2) One color photograph (3cm in height x 2.4cm in width)

(3) Identification such as passport, driver's license or resident card

9. MLC Retired Pass. MLC retired pass will be issued at the Pass Office to the following:

a. MLC employee who has served CFAS and tenant commands in Sasebo for more than 30 years consecutively including years of their post retirement employment.

b. Those who transferred from other USFJ installation and served CFAS and tenant commands for more than 30 years consecutively may apply for the pass.

c. Applicants whose consecutive service year is more than 29 years and five months, but do not reach 30 years may submit a request letter signed by their department head or command OIC to the Security Officer.

d. The applicant has to submit an application form to Pass Office at least one week prior to the date of retirement. For renewal of a MLC Retired Pass, the application must be submitted one week prior to the expiration date. When the request is not submitted by the due date, the pass will be issued after seven days of the requested date.

e. The pass will be valid for five years from the date of issue, at which time it can be renewed or must be returned to the Pass office on or before the date of expiration.

f. The vehicle access pass will NOT be issued to MLC retired pass holders.

10. Escort Pass (privilege). Contractors can request for an escort privilege passes which authorizes the escort of up to 10, other contractors who only have escort required passes at one time, and when the sponsor is unable to provide escort.

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a. Requirement. The sponsor must submit a signed designation letter or list of those who can obtain the privilege at least five working days prior.

b. The applicant's security checks must be completed prior to issuance of the escort pass. The applicants must submit a PHS and necessary documents.

c. If the applicant's security check requires an urgent process, it must be requested upon submission.

CHAPTER 4
Issuance of Vehicle Pass

1. Vehicle Pass (V-Pass). Any vehicles that have access to CFAS and restricted areas are required to obtain appropriate vehicle decals or passes and registered at Vehicle Registration Office (VRO) prior to the access. All decals and passes must be returned to the VRO immediately upon termination of employment, termination of contract, expiration or when the bearer becomes ineligible to possess the pass. Failure to return passes will result in suspension or denial of obtaining future vehicle passes as directed by the Security Officer.

2. Categories of Vehicle Pass. All passes must be returned to the VRO immediately after expiration or when the bearer becomes ineligible to possess the pass. Failure to return passes will result in suspension or denial of obtaining future access passes as directed by the Security Officer.

3. Signature Authorization.

a. Security Officer's Stamp Authorization. Only authorized Pass Office personnel may use the Security Officer's signature stamp for vehicle passes.

b. Designated Signature Authority for Pass Application. Pass applications will be processed only when the applications are signed and approved by the signing authority as follows:

(1) Respective commands/departments must submit enclosure (10) to the Pass Office prior to submitting vehicle pass request forms for applicants.

(2) Only authorized personnel listed on enclosure (10) are authorized to sign vehicle pass request forms for applicants.

(3) In case a local contractor's representative is delegated to sign the forms for the sponsor, the request can be accepted.

(4) In case a local contractor's representative is delegated to sign the forms on behalf of the sponsor, the

designation letter prepared by the sponsor must be attached to enclosure (10).

4. USFJ 15 A/B decal (USFJ Decals). USFJ Decals is issued to SOFA military and civilian personnel's' motor vehicles at VRO in accordance with reference (d).

5. Black Decal indicating "Fleet Activities Sasebo". Black decals are issued to the following personnel who work for CFAS or Sasebo Tennant Commands or organization who requires access for official business. If personnel have dual status such as being MLC and married to SOFA personnel, the appropriate decal will be issued according to the registration name of the vehicle

a. Black decals are issued to:

- (1) Local hired employees
- (2) GoJ Official Vehicles (Japanese Police, Prosecutor's Office, SDO, LMO and City hall)
- (3) Retired US Military Personnel
- (4) US Consulate Fukuoka Vehicles
- (5) JMSDF Sasebo Head Quarters distinguished official vehicles

b. Local hired employee's requirements for black decals:

- (1) DBIDS card and Japanese driver's license
- (2) Application form
- (3) Japanese Title whose name is under the employee or family member who resides with the personnel.
- (4) Japanese Compulsory Insurance (JCI)
- (5) Old decal if replacement is required.
- (6) Obtain V-pass at Commercial Vehicle Inspection (CVI) and proceed directly to VRO.

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(7) When the personnel's SOFA sponsor's residence is outside Sasebo or Kyushu, the personnel must notify the VRO of the information.

c. GoJ official vehicle requirements for black decals:

- (1) Application form
- (2) Japanese Title which is under an organization's name.
- (3) JCI
- (4) Old decal if replacement is required.

d. Retired military personnel's requirement for black decals.

- (1) Retired Military ID card (DD Form 2)
- (2) Japanese driver's license
- (3) Application form
- (4) Japanese Title, which must be under retired military personnel's or family's name.
- (5) JCI
- (6) Automobile Liability Insurance
- (7) Old decal if replacement is required.
- (8) Residence Card issued by GoJ
- (9) Obtain V-pass at CVI and proceed directly to VRO.

6. Taxi Decal. Local company taxis and private taxis will be issued a Taxi decal in accordance with reference (d).

a. Authorized taxi driver must submit the following to the Pass office:

- (1) Transportation License signed by CFAS CSO.

- (2) Application form
- (3) Japanese Title (under Taxi Company's or authorized private taxi driver's name)
- (4) Replacement of taxi vehicle form, if applicable.
- (5) JCI
- (6) Old decal if replacement is required.

7. Temporary Vehicle Pass (TVP). TVP is issued to vehicles which require access more than one day and not to exceed 365 days as follows:

a. TVP is issued to the following:

- (1) Any vehicles driven by SOFA military and civilian personnel and local hired employees for bill of sale/transfer, temporary repair and safety inspection.
- (2) Japanese Contractor' vehicles (Renewal: annual)
- (3) GoJ official vehicles for temporary base access for official business.
- (4) Non-SOFA personnel or guests as approved by the Security Officer.

b. SOFA personnel requirements for TVPs. TVP is issued for two weeks at one time and it can be extended for another two weeks if necessary. If the TVP is requested for over four consecutive weeks due to repair or inspection, the USFJ decal must be returned to the VRO. Upon completion of the vehicle repair or inspection, a TVP shall be returned to the VRO immediately. The requirements are as follows:

- (1) Obtain V-pass at CVI and proceed directly to VRO.
- (2) TVP pass request form for loaner cars.
- (3) Japanese Title which is under the loaner's name.
- (4) JCI

(5) Automobile Liability Insurance for vehicle under other SOFA personnel.

c. Local hired employee's requirement for TVPs. TVP is issued for two weeks at one time and it can be extended for another two weeks if necessary. Upon completion of the vehicle repair or inspection, a TVP shall be returned to the VRO immediately. The requirements are as follows:

- (1) Obtain V-pass at CVI and proceed to the VRO.
- (2) TVP passes request form for loaner cars
- (3) Japanese Title which name is under the loaner's company. The company normally provides a loaner upon the request from customer during the repair or inspection.
- (4) JCI

d. Contractor's requirements for TVPs. TVP is issued up to one year. TVP for restricted ordnance facilities are issued by NMC EAD Sasebo. TVP requests must be submitted to VRO at least two working days prior to access date with the following documents and each company's pass coordinator shall place TVPs on each vehicle prior to the vehicle entry onto CFAS:

- (1) TVP pass requests form signed by their sponsor (one original and one copy).
- (2) Japanese Title which is under contractor's name.
- (3) JCI
- (4) Old TVP if it is expired.

e. GoJ official requirements for Official Vehicle TVPs. TVP is issued up to one year or by the contract end date.

- (1) TVP pass request form signed by the GOJ sponsor (One Original and One Copy).
- (2) Japanese Title which is under GoJ organization's name.

(3) JCI

f. Visitor's requirements for TVPs. TVP will be issued to vehicles that need access to CFAS under the following circumstances:

(1) Person or group that access CFAS for official business or command sponsored base tours and events. The followings must be submitted to VRO by the sponsoring command/department at least three working days prior to access date.

- (a) TVP Application form
- (b) Japanese Title
- (c) Japanese driver's license (driver's)
- (d) JCI

(2) A spouse of US Armed Forces member who is a Japanese national and stays in Sasebo temporarily or due to the sponsor's deployment for more than three days must prepare the followings (TVP for less than three days shall refer to the V-pass section of this enclosure):

- (a) TVP application form
- (b) Japanese Title (Under the family member's name is accepted)
- (c) JCI
- (d) DD Form 2
- (e) Japanese driver's license or International Driver's license.
- (f) Sponsor's official orders if the sponsor is on deployment.

8. One to Three-Day V-pass. Vehicles which enter CFAS for one day to three days will be issued a V-pass at CVI which is

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located outside the back gate of main base for main base access. A V-pass will be issued at CVI (0530-1730 on Mon-Fri) and back gate (1731-0529 on weekends and holidays) prior to entering the main base. For access to housing areas, a V-pass will be issued at the ECPs of each open housing gate (0700-2359). The V-pass must be returned at the ECPs prior to 2359hrs. A V-pass must be displayed in the right front windshield at all times. A V-pass will be issued under the following conditions:

a. Any vehicles driven by SOFA personnel and local hired employees which require access to CFAS for completion of vehicle registration or when a loaner vehicle is used during vehicle repair/inspection.

b. Any vehicles driven by US Armed Forces members and their family members who have Japanese driver's license or International driver's license which require temporary access to CFAS up to three maximum days. The vehicle must have valid JCI (except TCNs).

c. Any house guest's vehicle of military/civilian personnel for access less than 72 hours. The guest must have a valid Japanese driver's license or international driver's license and JCI (except TCNs).

d. Any guest's vehicle of military/civilian personnel for One day access. The guest must have a valid Japanese driver's license or international driver's license and JCI (except TCNs).

9. HMC holders' vehicles. No decal or vehicle pass is issued, however the HMC parking pass will be issued to access CFAS by CFAS PAO. HMC holders must possess HMC parking pass for any vehicle they utilize to enter CFAS. The HMC parking pass must be placed on the right windshield of the vehicle. CFAS PAO will coordinate with CFAS Security to obtain and issue the HMC parking pass.

10. CO sponsoring guests' vehicles. Any distinguished vehicles authorized by CFAS CO for official business such as office call, meeting, Change of Command etc. as per indicated on the access request form (enclosure 8) may be exempt without TVPs.

11. JSDF Vehicle Pass. Pass requirement for JSDF vehicles are as follows:

a. JSDF Government vehicles: Authorized to access CFAS without any decals or TVPs issued by VRO.

b. JSDF personnel's vehicles: Authorized when they have proper vehicle pass placed on their vehicles issued by JMSDF Ship Repair Facility (SRF) Sasebo.

c. JSDF contractors' vehicles. Companies solely contracted to work on JMSDF Joint use property such as Tategami pier, fuel facilities; they must obtain proper access passes from JMSDF SRF Sasebo in prior.

b. JSDF Guest vehicle: When JSDF sponsoring command invites any person or group to their ship tours or organizational events utilizing commercial vehicles, the access will be authorized without any vehicle passes, however, the vehicle number should be provided on enclosure (8) submitted by the JSDF sponsor to the Security Administrative Office.

CHAPTER 5
Escort Policy

1. Private Business (Social). The sponsor is responsible for following the escort policy in this chapter for private business. Sponsors in the categories below who organizes an event where the number of invited guests exceeds the limit authorized, and are unable to provide a proper number of sponsors, must submit enclosure (8) to the Security Administrative Division no later than five working days prior to the access date.

2. Gate Usage. Both main gate and back gate are authorized for escorting guests. For housing areas, open ECPs will be used for escorting guests.

3. Trusted Traveler. As per reference (g), this privilege is not automatically replicated at CFAS.

4. Escort Privileges. Sponsors in the following categories are authorized to escort guests to the authorized areas. All one-day personal guests are allowed to be escorted from 0700 to 2359. Overnight, Guests who will stay at government housing with the sponsor for less than 72 hours for private business do not require a P-4 pass, however the guests must be escorted by the sponsor at all times.

a. Military personnel (Active, Reserve & Retired) including those who are onboard CFAS on TDY/TAD orders.

(1) Personnel in pay grades E-4 and above and their adult family members age 18 and above may escort up to 10 guests onto main base and housing areas at any one time. Family members age 12 to 17 may escort up to two guests onto main base and housing areas at any one time.

(2) Personnel in pay grades E-3 and below and their family members age 12 and older may escort up to two guests onto main base and housing areas at any one time.

b. Civilian personnel (SOFA and non-SOFA) who have a valid CAC and their adult family members aged 18 and above under the SOFA may escort up to 10 guests onto main base and housing areas at any one time. Family members age 12 to 17 may escort guests up to two onto main base and housing areas at any one time.

c. Local hired employees who are assigned to work on CFAS and tenant commands in Sasebo are authorized to escort up to 10 guests onto main base and housing areas at any one time. They may use their vehicles as long as they have a proper decal.

d. MLC retired pass holders may escort guests up to four guests at any one time onto the main base only. They are not allowed to use their POVs.

e. JSDF personnel in all pay grades (Active and civilian) are authorized to escort up to 10 guests at any one time onto main base only. They may use their POVs as long as they have a proper decal issued by JSDF authority.

f. MMC and TWIC holders are NOT allowed to escort any guests.

g. HMC holders are authorized to escort up to 10 guests at any one time. They must possess their HMC parking pass issued by CFAS PAO. Refer to chapter 10 of this instruction for details.

h. Contractors and direct hired employees are NOT authorized to escort any guests for private business. Those who have escort privilege pass may escort their contractors for official business only.

5. Authorized Facilities. The sponsor in the above categories may escort guests to the following recreational and eating facilities under their escort privilege. The sponsor must contact each facility to verify if they allow visitor access.

a. Main base:

- (1) Harbor View Club (HVC)
- (2) Bay Side Food Court
- (3) Galaxies/Chili's
- (4) Showboat Theater
- (5) Spare Time Recreation Center

- (6) Fleet Fitness Complex
- (7) Government Family quarters
- (8) Unaccompanied Housing (BEQ)
- (9) NGIS
- (10) Parks and Picnic Areas
- (11) JMSDF piers

(12) Other areas as added/designated by CFAS CO for special events such as Navy ball, Change of Command, Seasonal Bazaars.

b. Housing areas:

- (1) Hario Eatery
- (2) Government Family quarters
- (3) Hario Movie Theater
- (3) Parks and Picnic Areas

6. Escort Policy in restricted areas. Only authorized personnel may access restricted areas. The sponsor shall refer to chapter 17 of this instruction for the requirement. The request may or may not be approved by the proper authority. The visitors must be escorted by the eligible sponsor at all times. Violations will be subject to penalty as per enclosure (3).

7. Searches. The NSF personnel will conduct random spot checks for identification purposes. Anyone is subject to inspection upon entrance and departure, and while on base, to include their proper identification and personal belongings.

CHAPTER 6
Vehicle Access

1. Vehicle Access. Any vehicles which enter CFAS and restricted areas must be registered at the Security VRO to obtain proper decals or vehicle passes via their sponsor as stated in chapter 3 of this instruction. Any drivers are subject to search their vehicles by NSF personnel and the drivers must follow directions given by NSF personnel at any time.

2. CVI. CVI shall be used for the purpose of vehicle inspection as follows:

a. Vehicles without decals or vehicle passes (for request of V-pass).

b. Contractors' vehicles, taxi vehicles and deliver vehicles

c. Hours of operation: 0530-1730 (Monday-Friday except for US holidays). Access to CVI after hours shall go to the back gate directly for NSF's direction.

2. Gate Usage for Official Business. The authorized gates for vehicle access are as follows:

a. Contractor who conducts official business. They are allowed to use back gate to enter the main base. If they use trucks and transport heavy equipment or supplies, they have to go through the CVI. After CVI, they have to use back gate to enter the main base. The NSF personnel may direct contractor's vehicles to go through CVI station as necessary. They may use main gate when leaving the main base.

b. Taxi drivers. If they have passenger(s) onboard taxi, they are allowed to use both main gate and back to enter/exit main gate. If they have no passenger onboard taxi, they have to use back gate to enter the main base after going through the CVI. They may use main gate when leaving the main base with no passenger onboard taxi.

c. Delivery vehicles (furniture etc.). Allowed to use back gate to enter the main base, and housing areas escorted in

the vehicle or followed by the sponsor. Delivery vehicles must go through the CVI.

d. JSDF or JSDF Sponsored Vehicles. The vehicles shall enter the main base via back gate unless otherwise approved by the proper authority. CVI is needed for all commercial vehicles. Access to restricted areas must be notified to the Security Administrative Division using enclosure (8) no later than five working days prior to the access date. JSDF personnel in pay grades O-5 and above may enter/exit main base via main gate. Immediate family members of JMSDF who access main base for the purpose of drop-off of their sponsored JMSDF personnel are allowed to use back gate, but must leave the main base immediately after dropping off the sponsored personnel.

e. GoJ Fire trucks and ambulance. May enter main base via main gate or back gate as required as per joint agreement between CFAS, Sasebo city and Saikai city.

f. Crane Vehicles. Crane vehicles must have crane pass issued by the Naval Facilities Engineering Command (NAVFAC) Transportation Office prior to accessing CFAS. They must go through CVI prior to entering the main base.

g. Distinguished Visitor (DV) Access. Any distinguished vehicles authorized by CFAS CO for official business such as office call, meeting with CO, Change of Command etc. as indicated on the access request form (enclosure 8) submitted by the sponsor is authorized to use both main gate and back gate without going through CVI.

h. Hazardous Material (HAZMAT) Vehicles. HAZMAT vehicles/trucks must be driven by those who have proper qualifications/certificates for hazardous material handler and the vehicles must go through CVI prior and use back gate to access CFAS.

3. POV Use for Private Business. Military, civilian, local hired employees and JSDF personnel may use their POVs to bring their guests onto CFAS as long as they have proper decal. HMC cardholder must have their HMC parking pass issued by CFAS PAO.

4. Guest Vehicle on Private Business. Guests' vehicles or rental vehicles (one vehicle per sponsor at any one time)

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sponsored by military or civilian personnel are authorized access to main base and housing areas for the day. The sponsor must be riding with the guest's vehicle. The guest must have a Japanese driver's license or International driver's license.

a. One day to three day: The sponsor must obtain a V-pass at CVI (0530-1730) and back gate (1731-0529 on weekends and holidays) prior to entering the main base. For access to housing areas, a V-pass will be issued at the ECPs of each open housing gate (0700-2359). The V-pass must be returned at the ECPs prior to 2359hrs.

b. More than three days: A TVP will be authorized for the house guest's vehicle only not to exceed the maximum of 60 days at VRO.

c. When the number of authorized vehicle is exceeded for an event held by the sponsor, the sponsor must request the appropriate vehicle pass via the Pass Office at least five working days prior to the access date. CFAS CO sponsored DVs access may be exempt without temporary vehicle passes. Failure to return the V-pass or violation of V-pass use will be subject to penalty per enclosure (3).

5. Nimitz Park Vehicle Access. Only authorized and registered vehicles with proper decal/vehicle pass may enter and park in Nimitz Park. Contractors who go to the Pass Office to request/pick up a pass may park at the Nimitz Park. The copy of the pass request shall be displayed inside the windshield of the vehicle. Any persons who park their vehicles at Nimitz Park for CFAS sponsored functions; the sponsor must submit enclosure (8) to the Security Administrative Division at least five working days prior to the access date. HMC holders are required to put a HMC parking pass issued by CFAS Security Pass and ID Office on the windshield of their vehicles as directed in enclosure (5).

6. Vehicle Access to restricted areas. Only authorized and minimum vehicles may enter piers. Any vehicles that need to access to the piers must obtain a proper vehicle pass and follow chapter 17 of this instruction. Violations will be subject to penalty as per enclosure (3).

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7. Searches. NSF personnel will conduct random spot checks for identification purposes. Anyone is subject to inspection upon entrance and departure, and while on base, to include their vehicles.

CHAPTER 7
House Guest Access

1. House Guest. Bona fide guests in a tourist status (visa category, temporary visit) or relatives living in Japan who are visiting CFAS military and civilian personnel living on or off-base may receive a House Guest Pass including Navy Lodge Sasebo or NGIS. The duration of stay will be for more than 72 hours but not to exceed 60 days. Any sponsor receiving a House Guest Pass must be occupying their residence during the time any approved temporary guests are occupying the home or place of residence.

2. House Guest Pass. The guest may obtain an "Escort Not Required Pass" to facilitate access to the main base or housing areas per reference (d) for the duration of the intended visit and shall be limited to 60 days per guest per 365 day period beginning with the first pass issued. The pass may be issued to those who require an "Escort Not Required Pass" per sponsor's request in the following categories:

a. Immediate Family Members.

b. Guests other than immediate family members including foreign country national guest such as cousin and friend.

c. TCN house guests whose nationality is listed in Attachment 1 of reference (a) including immediate family members of the SOFA sponsored military or civilian personnel: The guest must be escorted by the sponsor at all times. A non-escort required pass will NOT be issued.

d. Procedures for Obtaining an Escort Not Required Pass.

(1) Immediate family members: The sponsor must submit enclosure (4), no later than three working days prior to guest's arrival to the Pass Office after the endorsement by the Base Housing Service Center (HSC) or Navy Lodge Sasebo or Navy Gateway Inns & Suites (NGIS) of where the house guest stays at no later than one (1) week prior to guest's arrival. The sponsor is required to provide the guest's picture (3cm in height x 2.4cm in width).

(2) Guest(s) who are other than immediate family members including foreign country national: In addition to the requirement (1) above, the guest's PHS (USFJ Form 196aEJ/196bEJ) and copy of proper identification, two color photographs (3cm in height x 2.4cm in width) shall be submitted to the Pass office at least 1 week prior to guest's arrival. If a security clearance letter is submitted in lieu of PHS, only one photograph (3cm in height x 2.4cm in width) is needed. The pass will be issued after the requirement is completed.

CHAPTER 8
TCN Access

1. Restrictions on TCNs. Individuals who are citizens of countries listed in Attachment 1 of reference (a) are restricted to enter CFAS unless their sponsor properly requests base access on their behalf. The individual(s) must be sponsored by United States Armed Forces in Japan (SOFA) and be constantly escorted by the sponsor while on CFAS. The request for appropriate procedure and prior access clearance as per reference (a) for both Government officials and Non-Government visitors are as follows.

a. Non-Government officials. The sponsor is required to submit a request form for TCN guest as per enclosure (7) and guest's passport copy at least 30 days prior to the access date to Security Administrative Division. CFAS CO may or may not approve guest access upon completion of security checks conducted by Navy Criminal Investigative Service (NCIS) and in accordance with reference (b).

b. Government Officials. The requirement for a Government Official whose nationality is listed on reference (a) shall be followed as per reference (a) and direction by CFAS CO.

c. Pass. The appropriate P-pass (Escort required) will be issued upon the guest arrival at the Pass Office with the sponsor, after verifying the original passport.

d. The TCN house guests other than immediate family members of the sponsor must be escorted onboard CFAS at all times.

e. Exceptions. The sponsor is NOT required to submit enclosure (7) for the TCN personnel in the following category:

(1) Immediate family members. They are allowed to stay on main base or family housing overnight as long as they are constantly escorted by a sponsor.

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(2) School children and school officials who are attending a Department of Defense Dependents Schools sponsored events are allowed to enter CFAS or where the events are held at. The guests are required to be constantly escorted by SOFA sponsored personnel.

(3) When CFAS CO waives on a case-by-case basis. The sponsor still has to provide the Security Department with the TCN guest's information in prior to the access date.

f. Local hired employees who wish to escort any TCN guests for private business must submit enclosure (7) and guest passport copy to Security Administrative Division at least 30 days prior to guest's arrival. The access may be approved by CFAS CO case by case.

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CHAPTER 9
Guest Regulations

1. The guest must possess proper identification as stated in chapter 2 of this instruction at all times when entering CFAS.
2. The guest who drives on CFAS must abide by the traffic regulations as stated in reference (g) when driving on CFAS. The driver's driving privilege may be suspended due to traffic violations.
 - a. The guest must be aware that Nimitz Park is open to the public for pedestrian access only. Parking is prohibited for unauthorized vehicles unless otherwise approved by the Security Officer.
 - b. The sponsor shall escort guest only to authorized facilities and areas only. Violations of entering unauthorized areas will be subject to denial of future access CFAS.
 - c. SOFA sponsor must submit a request to CFAS Fleet Readiness Department for use of facilities and fields in Nimitz Park.
 - d. The guest or sponsor must return the pass at the ECPs or to the Pass office/Security Department Front on the last day of access.
 - e. The sponsor shall always follow any directions given by the NSF onboard CFAS.
 - f. Violations will be subject to penalty as per enclosure (3).
 - g. The guest must be under sponsor's escort at all times unless they have an escort not required pass.
 - h. All cardholders and their guests must consume food or drink purchased at an on-base food activity while they are on base. Off-base consumption of food and drink purchased from an on-base food activity is strictly prohibited:
 - i. The sponsor is responsible for their guests' conduct while onboard CFAS and its property.

j. The sponsor should be aware that access policy may temporarily change during certain threat conditions (enclosure 2) lists guest restrictions during threat conditions or when directed by the CFAS CO.

k. The sponsor must obtain appropriate P-pass (House guest pass) in accordance with chapter 3 of this instruction when the guest stays with the sponsor more than 72 hours.

l. Children who are 12 years old and under are not required to present identification, however, they must be escorted at all times by the sponsor.

m. The sponsor is required to coordinate with appropriate concerned personnel in advance for the access to restricted areas in accordance with chapter 17 of this instruction.

n. Access restrictions during force protection threat conditions shall be followed as per enclosure (2).

o. Anyone who does not possess a proper identification will not be authorized to enter CFAS.

p. The sponsor is responsible for the USFJ/Commander Navy Forces Japan (CNFJ) clothing policy for anyone who enters CFAS.

q. The maximum allowed number of invited guests shall be within the capacity of each building/space which meets the safety and fire standards.

2. Violation Policy.

a. Penalties for violating guest regulations shall be followed and processed in accordance with enclosure (3).

b. Over Staying of Guests. If guests are found over staying on base, the guest will be escorted off-base by NSF personnel. This violation will result in permanent suspension of sponsor's guest's privileges. Base access for the guest will be suspended until further notice.

c. Trespasser. If personnel are found trespassing while on base, the violator will be escorted off-base by NSF personnel. This violation will result in a six month suspension of base

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access for the violator and six month suspension of sponsor's guest's privileges.

d. Any violations for the guest policy will affect the violator and his/her entire family members. A record of violation will remain for one-year unless a violator violates paragraph (b).

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CHAPTER 10
CFAS Honorary Membership Card (HMC)

1. CFAS HMC. CFAS CO has the authority to issue Honorary Membership Cards to distinguished citizens of the local Sasebo community which grant access to on-base food activities. As long as consumption takes place on base, it is the USFJ position that under the US-Japan SOFA, non-SOFA personnel are permitted to purchase meals at on-base food establishments. Enclosure (5) provides detailed instructions to cardholders on the use of the card and what access it allows. The conditions and continuation will be determined by the present CFAS CO. The CFAS PAO will coordinate with CFAS Security to obtain and issue HMC, and be accountable for keeping track of the number of cards issued and to whom. The requirement for HMC issuance can be referred to chapter 3 of this instruction.

a. The facilities you can use this card at are as follows. Per DoDI 1330.21 HMC cardholder and their guests have authorization to purchase food and beverages at the food court so long as they consume it on base:

- (1) Harbor View Club
- (2) Galaxies
- (3) Chili's Restaurant
- (4) Any other restaurants or food court on the main base
- (5) Any areas as approved by the CFAS CO.

b. Entering any other CFAS supporting area with this card is prohibited.

c. The use of the card is limited to the cardholder and is not allowed to be rented, illegally used or falsified.

d. All cardholders and their guests must consume food or drink purchased at an on-base food activity while they are on base. Off-base consumption of food and drink purchased from an on-base food activity is strictly prohibited.

e. Each cardholder may escort up to 10 Japanese National guests with one card, with each guest being required to show a valid proper identification.

f. If a cardholder wants to bring more than ten guests they must submit a complete guest list to CFAS PAO office at least five working days prior to the actual access date.

g. The cardholder can get access to the main base by any vehicle when they are in the vehicle; however they must be in possession of a HMC parking pass.

h. When a cardholder parks at Nimitz Park for CFAS functions, they need to put a HMC parking pass on their windshield.

i. If the card is lost, the cardholder must contact CFAS Security Department Front Desk at DSN: 252-3446 or Comm: 0956-50-3446.

j. Access to CFAS may be rejected without prior notification in case of emergency, and conditions for reissue may change.

k. Guest restriction during threat conditions shall be referred to enclosure (2)

CHAPTER 11
CFAS Friends of the Chapel Card

1. CFAS Friends of the Chapel Card. Any CFAS Chaplain may issue one year CFAS Chapel Cards to approved persons for the purpose of attending services at CFAS's chapels and dining at approved base facilities. Enclosure (8) provides detailed instructions to cardholders on the use of the card and what access it allows. CFAS Religious Ministries will be accountable for issuing, keeping track of the number of cards issued and to whom.

a. The facilities you can use this card at are as follows:

- (1) CFAS Community Education Center Chapel
- (2) CFAS Chapel at Hario Housing
- (3) Harbor View Club
- (4) Galaxies
- (5) Chili's
- (6) Bayside Food Court.

b. Entering any other CFAS supporting area with this card is prohibited.

c. The use of the card is limited to the cardholder and is not allowed to be rented, illegally used or falsified.

d. Each cardholder may escort up to four guests with one card, with each guest being required to show a proper identification as stated in chapter 2.

e. In the event the number of guests exceeds more than four guests, they must submit enclosure (8) to CFAS Religious Ministries at least five working days prior to the access date.

f. The cardholder can get access to CFAS religious facilities by their POV if they are in the vehicle. Other guests are not allowed to drive their POVs onto CFAS.

g. When a card holder parks at Nimitz Park for CFAS Chapel functions, they need to put on their windshield a note that says, 'CFAS FRIENDS OF THE CHAPEL VEHICLE' and the purpose of their visit.

h. If the card is lost, the member is to contact CFAS Security Department Front Desk or the nearest local police station right away.

i. Access to CFAS may be rejected without prior notification in case of emergency and conditions for reissue may change.

j. Guest restriction during threat conditions shall be referred to enclosure (2).

CHAPTER 12
Denial of Access

1. Persons in the following categories will be denied access to CFAS:

a. Security check. If one exists, reveals derogatory information of a subversive criminal nature, which indicates the individual's presence on the base would not be in the best interest of the USG or the GoJ.

b. Falsification PHS. If PHS or any other document submitted in connection with base pass procedures is found falsified.

c. Debarment. Any individual who has been issued a debarment letter by USFJ or CFAS CO or as referenced by USFJ or Commander Naval Installation Command (CNIC) directives. Request for rescinding the debarment order shall be submitted to CFAS SJA via the sponsor as necessary.

d. Individuals (except nine years old and under for family members of military and civilian personnel, and 12 years old and under for social guests) who cannot present proper identification.

e. Individuals who trespass, overstay or are unescorted on base without proper authorization.

f. Individuals who refuse to submit to a search of their person or vehicle when entering, anytime while onboard CFAS, or when leaving the base by proper authority.

g. Individuals who don't possess or refuse to present their proper ID cards or documentations.

h. Any other reasons as determined by proper authority.

i. All animals which are neither owned by a SOFA member nor registered at the Army Veterinarian Clinic are not allowed on CFAS. A service dog along with a handicapped visitor is allowed to enter the base.

CHAPTER 13
Left, Lost, Stolen ID cards

1. Left ID cards. Personnel who report their ID cards as being left at home or other spots will be governed by the following:

a. For ID cards that are left at home or other spots, they are required to return to where they left their ID cards and pick up the ID card or have their ID card delivered by SOFA family member to the gate where the personnel stands by at.

b. For ID cards that are left at work, either sponsor, or by another co-worker has to bring the ID card over to the gate where the personnel stands by at and verify the personnel in person.

2. Lost and Stolen ID cards. Personnel who report their ID cards as being lost or stolen will be governed by the following:

a. Identification card that is lost. If lost, the cardholder must search for the identification. If the card is lost, the employee must report to the Security Department at DSN: 252-3446 or Comm: 0956-50-3446 immediately and a Lost Report Form (CFAS 5560/14) will be processed at Security Department Front Desk. In the event that the card is not located, a one-day pass will be issued until the card is found or new card is issued after verifying the proper valid identification. The employing activity will request to reissue a new card to the appropriate pass issuance office on base.

b. ID cards that are stolen. If the card is believed to be stolen, the cardholder must report to the Security Department at DSN: 252-3446 or Comm: 0956-50-3446 immediately and a Lost Report Form (CFAS 5560/14) will be processed at the Security Department Front Desk. A one-day pass will be issued until the card is found or new card is issued after verifying the proper valid identification. The employing activity will request to reissue a new card for the employee to the appropriate pass issuance office on base.

c. Military/civilian personnel and their family members, (in possession of a CAC or DoD ID card) whose identification card is lost or stolen must report the lost or theft to Security Department Front Desk at DSN: 252-3446 or Comm: 0956-50-3446

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immediately and a Lost Report (CFAS 5560/14) will be generated at the Security Department Front Desk. Prior to reporting to Personnel Support Detachment for issue of new identification. The cardholder may request for renewal to the appropriate pass issuance office on base after the report is properly submitted to the Security Department.

CHAPTER 14
Open Visitation

1. Open Visitation: Any events that will be open to public by the authorization of CFAS CO will allow local/foreign country nationals except for TCNs to enter CFAS without issuance of base access passes.

2. The conditions and regulations. CFAS CO and concerned departments will determine the conditions and regulations for base access as required including the following:

a. During periods of open visitation, any person, except those listed on the Base Access Denial List may proceed unescorted to all pre-approved facilities within the visitation areas.

b. The Security Department will establish boundaries to ensure the general public remain within the specified visitation areas.

c. Those who have appropriate access will be authorized beyond the established visitation boundaries.

3. The following activities are strictly prohibited and will result in the immediate eviction of participants from CFAS property:

a. Political activities such as pamphleteering, speeches, banner/placard displays, etc.

b. Activities considered detrimental to good order and discipline, health and welfare, morale and readiness of the Armed Forces.

c. Demonstration or protest activities of any kind.

CHAPTER 15
Responsibilities

1. Responsibilities. The following personnel are aware of the requirements stated in this instruction and are required to take necessary actions in a timely manner.

a. CFAS Security Officer shall:

(1) Supervise and control access of all persons and vehicles onboard CFAS and designated restricted areas.

(2) Maintain an up-to-date Base Access Denial list and provide debarment letters/lists copy issued by CFAS CO copy to other USFJ installation Point of Contacts (POC).

(3) Confiscate passes of individuals whose access authorization has been revoked or expired.

(4) Notify all concerned commands/departments of the base access requirements for open base event.

(5) Notify CFAS Explosive Safety Officer of any JSDF ammunition movement.

b. Tennant Commanding Officers/Officers-in-Charge (OIC), CFAS Department heads (other than CFAS Security Department) located within CFAS, or its satellites shall:

(1) Assume responsibility for the conduct of visitors and guests of their respective command/activity.

(2) Provide escorts for individuals and groups after a determination has been made by the command to be visited and the CFAS Security Officer.

(3) Submit required documents and forms as necessary for contracts' and guests' base access as stated in this instruction to the Security Department no later than five (5) working days prior to access date.

(4) Submit a request for overnight parking at designated restricted areas to the CFAS Security Officer at least five (5) working days prior to the parking date.

(5) Report persons suspected of unlawful entry, or suspicious persons, to call CFAS Emergency Dispatch (DSN: 911/Comm 0956-50-0911) immediately.

(6) Maintain a list of all military and civilian personnel and local hired employees who are authorized access to CFAS and restricted areas under Threat Condition (Force Protection Condition) Delta.

(7) Maintain a list of mission essential personnel who are required to access during the closure of CFAS and restricted areas due to Tropical Cyclone Conditions of Readiness (TCCOR) 4 and natural disaster such as earthquake and tsunami evacuation.

(8) Submit enclosure (10) to the Pass Office prior to submitting pass application forms. In case local contractor's representative is delegated to sign the forms on behalf of the sponsor, the designation letter prepared by the sponsor must be attached to enclosure (10).

(9) Submit a list of Key Control Custodians for the department or commands for the building access.

c. CFAS Staff Judge Advocate (SJA) shall:

(1) Generate debarment letter for individual who is denied access and provide copies of the debarment letters to the Security Officer.

(2) Generate rescinding letter to individual as necessary.

(3) Shall keep above documents in file.

d. CFAS PAO shall:

(1) Review and approve the access list of CATI/II/III visitors, media reporters, base tours and special events.

(2) Escort guests and media reporters properly.

(3) Submit enclosure (8) to the Security Administrative Division for any VIP accesses at least five (5) working days prior to the access date.

(4) Notify the local community, media, and concerned organizations of the proper base access requirements such as ID cards for open visitation.

(5) Issue HMC and HMC parking pass and maintain an updated list of HMC holders and provide CFAS Security with the updated HMC list.

e. CFAS Safety Explosive Officer shall:

(1) Review and approve the access of JSDF ammunition transportation and advise JSDF as required.

f. The Base Housing Office, Navy Lodge Manager, NGIS Manager shall:

(1) Review the request form (enclosure 4) for house guests pass and ensure the information provided on the form for the sponsor is accurate.

(2) Notify the residents of on base housing of the road closure, parking closure, overtime work request, overnight parking requested by contractors.

g. Fleet Logistics Center Yokosuka (FLCY) Det Sasebo Fuel Terminal Director shall:

(1) Review and approve any access request to fuel terminals.

(2) Provide Security Officer of updated fuel access policy as necessary.

h. NMC EAD Det Sasebo Officer shall:

(1) Provide Security Officer of updated ordnance access policy as necessary.

i. The Sponsor or sponsoring command/department shall:

(1) Submit necessary forms and documents to obtain appropriate passes for the guests by the due date stated in this instruction.

(2) Request for renew of DBIDS cards and P-passes to the Pass Office prior to the expiration date of the each base access pass.

(3) Designate the level of threat condition for all contractors' pass (normally Bravo for all contractors).

(4) Advise contractors and guests of access control and traffic control regulations.

(5) Take responsibility for returning P-passes or DBIDS cards rest with the command, activity, department and employer concerned.

(6) Notify concerned command/area POCs of contractor's overtime work or overnight parking request, parking closure, road closure at CFAS as necessary.

(7) Request for access approval for contractors to POCs of designated restricted areas at least 5 working days prior unless the contractor has pre-approved valid pass.

CHAPTER 16
Off-Limit Areas

1. Off-Limit Areas. These areas are established to prevent damage to property and for public safety. Certain off-limit areas are clearly marked by signs stating "OFF-LIMITS". Others, while not marked, are off-limits to nonessential personnel with the intent of ensuring safety of personnel and discouraging loitering, vandalism, and destruction of property. Except as authorized elsewhere in the instruction, the following areas and/or facilities are designated off-limits:

- a. Residential areas, with the exception of bona fide residents and their individual guests.
- b. Seawalls, with the exception of those posted as authorized fishing areas.
- c. Harbors, bays, and beaches bordering CFAS, except for operational diving coordinated with CFAS Port Operations Officer or recreational boating activities as approved by the MWR Sailing Facility Manager and the CFAS Security Officer.
- d. Hills, caves and areas of heavy vegetation.
- e. Excavation and construction sites, unoccupied buildings and staging areas.
- f. All roof tops and fire escapes (during non-emergencies).
- g. Unaccompanied Housing and or Combined Bachelor Quarters, except for residents and guests as posted.
- h. MWR facilities from 30 minutes after closing to 30 minutes prior to sunrise (not including public roads surrounding those areas).

CHAPTER 17
Access to Restricted Areas

1. Designated Restricted Access. Personnel with valid proper access pass may enter the following restricted areas for official business only. Any emergency vehicles such as Fire, Ambulance and Security are authorized access at any times. Fire trucks and ambulance of Japanese local fire department may access as required. The annual access list shall be submitted to Security Administrative Division annually.

- a. CFAS piers and wharfs.
- b. Maebata and Harioshima Ordnance Facilities
- c. Akasaki, Iorizaki, Yokose Fuel Terminals
- d. Yokose LCAC Facilities
- e. Other areas as designated by CFAS CO

2. Pier/Wharf Access. Access to Juliet Basin, Indian basin, wharfs and piers at Fuel Terminal areas shall follow the requirements:

a. When the pier gate is manned by the CFAS NSF personnel, a pier access name list is not required, but they must have a proper pier sticker issued by the Pass Office on the pass or DBIDS card must indicate the pier access authorization. The sponsor must submit a list of those who need access to piers to the Pass Office to obtain pier stickers whenever it occurs. The whole name list shall be updated semi-annually.

b. When the pier gate is manned by the US Navy ship's NSF, the sponsor must contact the respective US ships for their proper gate access procedure and requirements.

c. Only authorized vehicles may access to piers for the purpose of conducting duties and transportation of personnel and supply/equipment. Vehicles shall not be used for person's convenience. Parking inside piers is prohibited unless otherwise approved by the CFAS Security Officer.

d. For fuel piers. Since entries to the fuel piers are normally unmanned, the volatility of the products in fueling handling areas and the potential danger to the environment; access to the fuel piers should be strictly control by the sentries via request by the cargo superintendent.

e. For wharfs. All harbor movement and access requests must be submitted to CFAS Port Operations Department in prior.

3. Access to Akasaki, Yokose and Iorizaki Fuel Facilities.

a. Akasaki Fuel Terminal. All non-Fuel personnel including but not limited to military, MLC and civilian, contractor personnel shall proceed to Akasaki Operations Office first to inform cargo superintendent on duty of any work conducted inside the fuel terminals before commencing the work.

b. Iorizaki and Yokose Terminal. The cargo Superintendent will be notified via e-mail (@M-YO-SAMAIL-Fuels-Officer-DL-GS) or by phone call at DSN (315)252-4103 / Comm: 0956-50-4103 prior to commencing the work.

c. Badging System. Badging system is designed to ensure control of access to and movement with the Fuel storage areas. Military, civilian personnel who are assigned to work at fuel terminals, CNFJ Fire Department and CFAS Security Personnel are allowed the access by presenting their CACs and or DBIDS card for MLC personnel. There are six colors of badges: Red, Dark Blue, Green, Purple, Orange and Yellow as follows:

(1) Red permits unlimited access to all areas of FLC-Y Site Sasebo.

(2) Dark Blue permits access to warehouse and administrative areas.

(3) Green permits access to fuel and administrative areas.

(4) Purple permits access to administrative areas.

(5) Orange identifies contractor personnel and permits access to designated work areas only.

(6) Yellow identifies CFAS Fire Department personnel and all other authorized access but not assigned to Akasaki, Yokose and Iorizaki POL and permits access to designated fuel areas.

4. Access to Maebata and Harioshima Ordnance facilities. Per OPNAVINST 5530.14E CH-1, Maebata ordnance facility is classified as a Level Two (II) restricted area and Hiroshima ordnance facility is classified as a Level one (I) restricted area. Access to the Ordnance facility must be processed in accordance with Navy Munitions Command East Asia Division Detachment (NMC EAD Det) Sasebo Access policy notice.

a. Security Check. The sponsor initiating requests for access will be responsible for providing confirmation of a favorable security check investigation for all personnel. A digitally signed email from the command's designated representative confirming a favorable security check is acceptable. Access will not be granted until confirmation is provided by a cleared roster memorandum on command letterhead signed by the Commanding Officer, Officer in Charge or designated representative. This information can be provided by:

- (1) Human Resources Office (local hired employees)
- (2) Command security manager (Military/Civilian personnel and US Contractor).
- (3) CFAS Security Department (local hired employees and local national contractors).

b. Proper Identification. Per reference (g) CAC does not grant access to ordnance facilities. All personnel must have the following badges and other proper identification stated in chapter 1 of this instruction:

- (1) NMC badge on their person to degree of access granted.
- (2) NMC visitor badge with authorized escort personnel accompanying.
- (3) Exceptions to policy may be granted on a case by case basis and only in when authorized by OIC of the NMC EAD Det in writing.

(4) JMSDF Military ID.

c. Badging System. Badges will be issued and maintained by NMC EAD Det Sasebo personnel on an annual basis to verify need for access. Command roster memorandum updates shall be required each fiscal year due to transfer and gains of personnel that happen periodically through the year. The badging system consists of the following:

(1) Green badge:

(a) Green badges are issued to NMC personnel or personnel such as CFAS NSF personnel specified by OIC of NMC EAD Det Sasebo.

(b) Green badge holders are authorized unlimited access and movement throughout the facilities and may escort visitors who are not on any access list or temporary access request.

(2) Red badge:

(a) Red badges are issued to the personnel who are assigned to other department/activities but need access to NMC facility to perform duties or persons specified by OIC NMC EAD Det, Sasebo.

(b) Red badge holders are authorized access to the facilities, but restricted to only areas necessary for performance of duty/job.

(c) Red badge holders may escort only visitors who are on an access list or temporary access request.

(3) Blue Badge: Blue badge holders are authorized with limited access of movement through the facilities and may escort visitors (i.e. delivery truck only) to the work site along with an approved temporary access request.

(4) Yellow badge:

(a) Yellow badges are issued to contractors or other personnel who need access to NMC facility to perform duties.

(b) Yellow badge holders are authorized access to the facilities, but restricted to only areas necessary for performance of duty/job.

(c) Yellow badge holders may not escort visitors.

d. Temporary access request.

(1) Temporary access requests are used for the visitors, contractors and other personnel who do not have an NMC access badge but need access to an NMC facility to perform duties in a short term.

(2) Each request sheet indicates escort required or not Required will be authorized by OIC NMC EAD Det, Sasebo.

e. Escort required Access:

(1) Contact following Duty NMC EAD Det Sasebo Desk (to coordinate visitors. Maebata/Hario Duty Desk will dispatch the personnel to escort visitors.

(a) Maebata Ordnance: DSN: 252-5576; Comm: 0956-50-5576

(b) Harioshima Ordnance: DSN: 252-5733; Comm: 0956-50-5733

(2) CFAS NSF personnel at the ECPs will log and issue red "V" badge to visitors.

(3) White badge will be issued by the NSF personnel at ECPs when there is a large quantity of personnel that require an escort.

f. Escort not required Access.

(1) Security Guard will log and issue green "V" badge to visitors.

g. Personnel Access List. Each person who is on this access list is authorized access to the facilities, but restricted to only areas necessary for performance of duty/job. The list shall consist of the following:

- (1) Military Personnel
- (2) DoD Civilian Personnel.
- (3) Local Hired Employees
- (4) Local National Contractors
- (5) JSDF Personnel.

(6) Each list has a "Badge" column. If the column indicates "C", escort will not be required and "C" badge will be issued to visitors. If the column indicates "Yellow", each person has a yellow badge which is described above.

h. Contractor access list. Each person who is on this access list has a blue (Team leader) and yellow badge and will sign in/out on a daily basis with the Duty Desk Maebata/Harioshima facilities.

i. JMSDF access badge (Harioshima Ordnance Only).

(1) JMSDF access badge holders are authorized access between main/back gate and JMSDF Ammo Depot only.

(2) JMSDF access badges (JMSDF ID cards) consist of four different colors (orange, light yellow, yellow and white).

(3) Badge holders may escort contractors who will perform duties at JMSDF area.

j. Lost or Missing Badges. In the event of a lost or missing access badge make immediate notification to the facilities LCPO at 252-5519. The lost badge serial number will be annotated as lost or stolen and new badge issued. If in the event the badge is stolen notification will be made to facility gate sentries and annotated in pass down logs to be on the lookout.

k. POC. If there are any questions please contact the following NMC EAD Det Sasebo POCs:

(1) Maintenance/Facilities: DSN: 252-5519; Comm: 0956-50-5519

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(2) Senior Enlisted Advisor: DSN: 252-5571; Comm: 0956-50-5571

(3) MLC employee POC: DSN: 252-5533; Comm: 0956-50-5533

5. Access to Yokose Landing Craft Air Cushion (LCAC) Facilities. Anyone who requires access to Yokose LCAC facilities must contact Navy Beach Unit Seven for access prior for approval and coordination of access. The sponsor must submit an access request form (enclosure 8) to the Security Administrative Division at least five working days in prior to the access date.

6. Overtime Work or Overnight Parking Request. The sponsor must submit overtime work request to the POCs of the restricted area where they will be remained working. For overnight parking request, the sponsor shall submit a request to the POC of the restricted area and the Security Administrative Division no later than five working days prior to the requested date.

7. Fishing Access (leisure activities). Military/civilian personnel and local hired employees who wish to fish in the restricted fuel facilities must submit an access request form to the Security Administrative Division no later than three working days prior to the fishing date. They must abide by the following:

a. Frequency. Twice a month (Saturdays, Sundays & Holidays) is authorized.

b. Time. From 0800 to before sunset. Fishing under inclement weather is not authorized.

c. Place. Main dock area of Iorizaki & Yokose Terminals. Fishing along the shore fence line is prohibited.

d. Authorized Members. Military, civilian, MLC personnel assigned to CFAS and tenant commands.

e. Fishing Regulations.

(1) This is a program to promote morale and welfare of the personnel assigned to CFAS and tenant commands (Fishing Club).

(2) The CFAS CO, Fuel Terminal Director, The Security Officer retain the authority to review/revise/terminate this program as necessary.

(3) No fishing when and where tanker or barge is moored at the docks.

(4) No disturbance against the personnel on duty.

(5) Disobedience to the rules herein will result in the loss of the privilege of the section/branch to which the disobedient person belongs.

(6) Any unauthorized access, accident, mishap, near miss, safety violation; security violation will result in the termination of this privilege.

(7) Those who are authorized to fish must wear life vest at all times.

(8) Buddy system MUST be maintained at all times. They shall not fish by him/her alone.

(9) Smoking and drinking alcohol will immediately terminate this program.

(10) Instructions given by the NSF personnel on duty must be strictly followed.

(11) Those who fish are responsible for Cleaning and garbage control of the fishing area including bait chumming.

(12) Failure to submit an access request form to Security Administrative Division by due date may be denied access by the Security Officer.

f. Key control. Designated person in charge of the day's fishing is the only person that is authorized to check out fence key and to open and close required entrance. These persons must be listed in the Key Control List.

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CHAPTER 18

Access to Other Joint Facilities

1. Sasebo Senpaku Kogyo Kabushiki Kaisha (SSK) Facility and Areas. Anyone who requires access to areas of Sasebo Heavy Industries Co. Ltd, as known as Sasebo SSK, is required to follow their sentry personnel or CFAS NSF personnel unless otherwise directed by the Security Officer.

2. JMSDF Facilities and Piers. JSDF sponsoring command /department has to submit an access list (enclosure 8) to Security Administrative Division for the following occasions at least five working days prior to the access date:

a. Any JSDF sponsored event held at Tategami JMSDF facilities or piers which local or foreign guests will be invited to. Access of internal JSDF exercise will be exempt from submitting enclosure (8) unless otherwise directed by the Security Officer. The guest must be escorted by JSDF sponsor at all times.

b. Any munition movement. Such as SM-3 movement or whenever the ammunition contains powders.

c. Any foreign military ships to be entered and moored at Tategami pier. Access by TCN ships requires prior US/Japan Joint committee and USFJ pre-approval. The guest policy will be directed by the CFAS CO as necessary.

d. Media access. They are required to be escorted by the JMSDF PAO personnel from the ECPs at all times.

e. Other as requested by JSDF for a smooth access.

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GUEST RESTRICTIONS DURING THREAT CONDITIONS

Military personnel (Active/Reserve/Retired) and their family members.	Civilian personnel and their family members.	Local hired employees (MLC/IHA/HPT)	JSDF active members and civilian personnel	Honorary Membership card holders and Friends of Chapel card holders	Contractors and all visitors (Both official and private business)
THREAT CONDITION ALPHA (FPCON A)					
Guests need not be registered.	Guests need not be registered.	Guests need not be registered.	Guests need not be registered.	Guests need not be registered.	Not authorized to escort guests at any time.
THREAT CONDITION BRAVO (FPCON B)					
Guests must be registered.	Guests must be registered.	Guests must be registered.	Guests must be registered. Family members not authorized to escort guests.	Guests must be registered.	Not authorized to escort guests at any time.
THREAT CONDITION CHARLIE AND DELTA (FPCON C AND D)					
No guests authorized.	No guests authorized.	No guests authorized.	No guests authorized.	Passes invalid.	Not authorized to escort guests at any time.

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PENALTIES FOR VIOLATING GUEST REGULATIONS

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FORTH OFFENSE
Sponsor fails to keep guest under escort.	Warning	Escort/Guest Privileges Suspended for 30 Days.	Escort/Guest Privileges Suspended for 120 Days.	Permanent Loss of Escort/Guest Privileges.
Sponsor escorts guest into an unauthorized area.	Warning	Escort/Guest Privileges Suspended for 30 Days.	Escort/Guest Privileges Suspended for 120 Days.	Permanent Loss of Escort/Guest Privileges.
Sponsor falsifies information of guest (Name, Address, Vehicle License Number, etc.).	Warning	Escort/Guest Privileges Suspended for 30 Days.	Escort/Guest Privileges Suspended for 120 Days.	Permanent Loss of Escort/Guest Privileges.
Sponsor encourages minor age guest to partake in an unauthorized activity.	Escort/Guest Privileges Suspended for 30 Days.	Escort/Guest Privileges Suspended for 90 Days.	Escort/Guest Privileges Suspended for 120 Days.	Permanent Loss of Escort/Guest Privileges.
Guest fails to remain under escort of sponsor.	Visitation Privileges Suspended for 30 Days.	Visitation Privileges Suspended for 60 Days.	Visitation Privileges Suspended for 90 Days.	Permanent Loss of Visitation Privileges.
Guest enters an unauthorized area.	Warning	Visitation Privileges Suspended for 60 Days.	Visitation Privileges Suspended for 120 Days.	Permanent Loss of Visitation Privileges.
Guest falsifies information (Name, Address, Vehicle License Number, etc.).	Visitation Privileges Suspended for 30 Days.	Visitation Privileges Suspended for 90 Days.	Visitation Privileges Suspended for 120 Days.	Permanent Loss of Visitation Privileges.
Minor guest partakes in an unauthorized activity.	Visitation Privileges Suspended for 30 Days.	Visitation Privileges Suspended for 90 Days.	Visitation Privileges Suspended for 120 Days.	Permanent Loss of Visitation Privileges.
Not Returning Passes for Guest's vehicles (Private business)	Warning	Guest Escort Privileges Suspended for 90 Days.	Guest Escort Privileges Suspended for 120 Days.	Permanent Loss of Privileges.

Date: _____

From: _____
Last, First MI

To: Security Officer, Fleet Activities Sasebo
Via: CFAS Housing Service Center (HSC) Director/ Navy Gate Inns and Suites
(NGIS) Sasebo Manager / Navy Lodge Sasebo Manager

Ref: (a) CFASINST 11101.12 series

Subj: REQUEST FOR HOUSE GUEST VISITATION

1. Sponsor Information

Name: _____ Rank/Rate: _____
Last, First, MI

Current Address: _____

Home Phone#/ Work phone#: _____ / _____

Command: _____

2. Guest Information

Relationship to Sponsor: _____

Name: _____ Date of Birth: _____
LAST, First MI
(MM/DD/YY)

Guest Visitation Dates From: _____ To: _____ Total Days: _____

Landing Permission Dates From: _____ To: _____

Current Address: _____

Alternative Address if the guest stays in a different address from the sponsor: _____

Phone #: _____

Passport #: _____ Expiration Date: _____

Country Passport Issued: _____ Nationality: _____

Visa to enter Japan: Issued / Not Issued / Not applicable

Copy of Guest's ID: Passport for Foreign National / Japanese Driver's License
or Resident Card for Japanese National

Reason for Visit: _____

Remarks: _____

Subj: REQUEST FOR HOUSE GUEST VISITATION

3. I understand that the policy of House Guest and that I am being specifically directed the following (Initials):

a. _____ I am responsible for the action(s) of my guest while on base and that any misconduct by my guest(s) will result in revocation of this authorization.

b. _____ I must obtain an Access Pass for my guest, if approved. I will ensure the pass is with my guest at all times.

c. _____ I must return the Base Access Pass to the Pass & ID Office, Security Department upon guest's departure.

d. _____ Any extension to this approval must be requested 30 days in advance. Extension of guest visitation requests greater than 60 days for on-base and off-base housing guest must be forwarded to CFAS Commanding Officer via HSC or NGIS or Navy Lodge for final approval and requires the Sponsoring Commanding Officer's or OIC signature endorsement (By direction is not authorized).

e. _____ I have not requested and do not plan to request dependency status of sponsored guest(s).

Signature of Sponsor

Date: _____

First Endorsement

From: CFAS Housing Service Center (HSC) Director/ Navy Gate Inns and Suites (NGIS) Sasebo Manager / Navy Lodge Sasebo Manager
To: Security Officer, Fleet Activities Sasebo

1. The sponsor information and house guest request are reviewed properly by the appropriate Government Housing Manager (Base Housing Director / NGIS Manager / Navy Lodge Manager)

a. Recommend Approval / Disapproval

b. Remarks: _____

Signature of Government
Housing Manager

米海軍佐世保基地名誉カード会員の皆様へお知らせ
Note for CFAS Honorary Membership Cardholders

カードの発行・更新の手続きについて
Issue and Reissue of the card

1. カードの発行・更新手続きは司令部渉外課（川口/寺崎）と事前に予約を取り、申請を行ってください。受付は、米国祝日を除く、平日の9時より15時までです。（電話：0956-50-3352/3032）カードと同時に基地内でご利用になる車両に使用する駐車許可証も発行いたします。

Please contact CFAS Public Affairs Office for your HMC and HMC parking pass issuance. The business hours are from 0900 - 1500 on weekdays except for US National Holidays. (TEL: 0956-50-3352/3032)

2. 発行の際は、1) 司令官から発行された文書、2) 運転免許証、パスポートなど公式な写真付身分証、3) 運転免許証サイズの証明用のカラー写真を1枚用意し、メインゲートもしくはバックゲートよりご入門ください。その際、前述の1) 発行された文書と、2) 公式な身分証、3) 適切な写真をご持参いただいていないと、入門できません。スナップ写真は使用できません。

You will require 1) CO signed letter, 2) valid photo identification such as driver's license or passport and 3) color ID photo which is the same size with the Driver's License photo (30mmX24mm). A snapshot is not acceptable. You can access via main gate or back gate as long as you have these required documents and a color ID photo.

3. 本カードは現米海軍佐世保基地司令官により、飲食施設のみへの立入りと、それらの施設でご飲食を許可するものです。今後のカードの発行、更新の条件ならびに上記事項は事前通知なしで変更になる場合があります。個人によりカードの有効年月、更新は異なります。

The card is issued by the current Commander of the CFAS which grant access to on-base food activities. The conditions of the card issuance/renew may be changed in the future without advance notice.

本カードの使用と入門について
Instruction for the use of card and the access

1. 本カードの使用は発行された本人のみに限ります。
The Use of the card is limited to the card holder.

2. 本カードの貸与や不正使用、改造（穴あけ）などは禁止されています。
The card is not allowed for rental, any kind of illegal use, or falsification.

3. 本カードを使用して入門し、利用可能な施設はメインベース内の以下の施設です。その他の私的な訪問を含む、許可されていない場所への立入はご遠慮ください。メインベース以外の米軍住宅地域等への立ち入りは、公式な行事参加以外の理由でのみ許可されます。

The card authorizes you to access following recreational facilities (Main Base only). Please do not enter any other facilities nor make private visits to those areas. Accessing US Navy housing areas or other CFAS supporting areas with this card is authorized for the purpose of official business only.

- ハーバービュークラブ Harbor View Club
- ギャラクシーズGalaxies
- チリズレストランChili's
- メインベース内のフードコート飲食施設Other restaurants on Main base (Food Court etc.)

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4. カード保有者と、同伴のゲストは基地内での飲食施設での購買が許可されます。基地内で購買した飲食を基地の外へ持ち出し、持ち帰ることは米海軍規定により禁止されています。

All cardholders and their guests must consume food or drink purchased at an on-base food activity while they are on base. Off-base consumption of food and drink purchased from an on-base food activity is strictly prohibited.

5. 本カード保持者は、1つのカードにつき一度に徒歩、又は車両でゲストを10人までエスコートすることができます。(日本国籍保持者に限定)。ゲストは国籍がわかる有効な写真付身分証明書を必ずご持参ください。(運転免許証、パスポート、住基カードのいずれか)

A cardholder can escort up to 10 guests (only Japanese nationals) using a vehicle or on foot at any one time. Each guest has to bring their valid photo IDs which identifies nationality. (Passport, Resident Card with picture (Juki-card), or Japanese driver's license)

6. ゲストは当基地内では、常に本カード保持者にエスコートされなければいけません。

The guests must be escorted by the cardholder at all times onboard CFAS

7. 本カード保持者は、カード保持者が同乗する個人車両又はレンタル車両で立ち入りが可能です。それ以外のゲストの個人車両での入門はお断りいたします。必要であれば、ベースタクシーを利用下さい。メインゲートが工事などで閉鎖の際はバックゲートをご利用ください。

You may access by any privately owned or rental vehicle. Other guests are not allowed to drive their privately owned vehicles onto the base. Please utilize base taxis if necessary. When the main gate is closed due to construction work or any other reasons please use the back gate.

8. いちどに10人以上のゲストの入門を希望する場合や、許可された場所以外への立入を希望する場合は、入門希望日の10営業日前までに、司令部渉外課(川口/寺崎)へお問合せください。入門申請書に必要事項を明記し、入門日の最低5営業日前までに渉外課へご提出いただきます。

When you would like to bring more than 10 guests, please contact CFAS PAO at least 10 days in prior to the access date. You will require submitting an access request form to CFAS PAO at least five (5) working days in prior to the access date.

9. 当基地もしくは、ニミッツパークなどへ基地主催のイベントで個人車両で入門する場合は、必ず指定の「HMC PARKING PASS 駐車許可証」をご持参し、駐車時にはダッシュボードの見えるところにご提示ください。

When you drive to the main base or Nimitz Park for CFAS functions and events, please ensure to bring your HMC parking pass and place it inside the windshield when you park your car.

10. 本カードが盗難もしくは紛失した場合は、直ちに当基地警備部ならびに最寄の警察署へ届け出てください。

If you lose your honorary membership card or you have your card stolen, please report to CFAS Security or the nearest police station immediately.

11. 基地内でのカメラ・ビデオ等での撮影は禁止されています。

Photo or video shooting on base is prohibited.

12. 基地内での車両の走行は基地の交通規則もしくはその場の警備部の指示に従ってください。

Anyone who drives on CFAS is required to abide by the CFAS Traffic Code or directions given by the Security personnel.

13. 当施設は軍事基地のため、予告なしに基地の閉鎖、警備態勢の状況などによっては入門をお断りすることがあります。あらかじめ御了承ください。

Please be reminded that your access may be rejected due to increase of base security measures or base shutdown without prior notification.

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14. カードの不正使用や、立入りの規則違反、警備員の指示への不服従などが報告された場合は、本カードはご返却の対象となります。

The misuse of this card, misconduct on CFAS or disobedience to regulations and NSF personnel may subject to confiscate the card immediately.

15. ご不明な点がありましたら渉外課までお問い合わせください。（電話：0956-50-3352/3032）

If you have any questions, please feel free to contact CFAS PAO. (Tel: 0956-50-3352/3032)

NOTE TO CFAS CHAPEL MEMBERSHIP CARD HOLDER

Instruction for the Use of card and the access

1. The use of the card is limited to the card holder.
2. The card is not allowed for rental, any kind of illegal use, or falsification.
3. The facilities you can use by this card are as follows:
 - a. CFAS Community Education Center Chapel
 - b. CFAS Chapel at Hario housing
 - c. Harbor View Club
 - d. Galaxies
 - e. Chili's
 - f. Food court on the main base
4. Please do not enter any other unauthorized facilities nor make private visits to those areas. Entering any US Navy housing area or other CFAS supporting area with this card is prohibited.
5. All cardholders and their guests must consume food or drink purchased at an on-base food activity while they are on base. Off-base consumption of food and drink purchased from an on-base food activity is strictly prohibited.
6. The card holder can escort up to 4 people by one card (only Japanese nationals). Each guest has to bring their picture ID with which nationality can be identified (E.g. Passport, Individual Resident Cards with picture or driver's license).
7. The card holder can get access to the base by their privately owned vehicle if they are in the vehicle. Other guests are not allowed to drive their POVs onto CFAS. When the main gate is closed due to any kind of constructions or for any other reasons, please use the base gate.

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8. When you park at Nimitz Park for CFAS functions, please put on your windshield a note that says, "CFAS CHAPEL MEMBER'S VEHICLE" and the purpose. If you are not utilizing the authorized facilities listed above, please utilize other parking for personal convenience.
9. If you lose your card, please contact CFAS Chaplains Office (DSN: 252-3380 / Comm: 0956-50-3380).
10. When you want to bring more than 4 guests, please submit an access request form (enclosure 8) to CFAS Chaplain's Office at least 5 working days prior to the actual access date. Please contact the Chaplain's Office with regard to the list.
11. Please understand we have to reject your access in case of emergency without prior notification since this is a military base.
12. The card is issued by the CFAS Chaplain's Office for a period not to exceed 1 year. The conditions of the reissue in the future might be changed.
13. If you have any questions, please feel free to contact the CFAS Chaplain's Office at DSN: 252-3380 / Comm: 0956-50-3380.
14. Violations of use of this card and privilege will be subject to future denial of base access.

Date: _____

From: _____
[Print Requester's Last, First, M / Rank / Rate / Command or Department]
To: Commanding Officer, U.S. Fleet Activities Sasebo, Japan
Via: (1) Supervisory Special Agent, NCIS Resident Agency Sasebo
(2) Security Officer, U.S. Fleet Activities, Sasebo, Japan
Subj: ACCESS REQUEST FORM FOR THIRD COUNTRY NATIONAL
Ref: (a) USFJ Instruction 31-204

1. In accordance with reference (a), I request authorization for my guest to access Fleet Activities Sasebo. I am a member of the U.S. Armed Forces covered under the U.S.-Japan Status of Forces Agreement (or I am a civilian who is SOFA sponsored). I will sponsor and escort the guest(s) at all times while on Fleet Activities Sasebo. The guest has been briefed that the pass will be utilized only for the intended purpose. The following information pertains to my guest(s):

Guest Name: _____ Nationality: _____ Gender: _____
Male/Female
(LAST, First, M)

Date of Birth: ____ / ____ / ____ Passport Number: _____ Occupation: _____
(MM / DD / YYYY)

Present address: _____

Permanent address: _____

Address during visit: _____

Relationship to Sponsor: _____ Destination: _____

Date and Time: _____ Purpose of visit: _____

2. Attached is a photocopy of the identification page of my guest's passport. If you need additional information, please contact me at DSN: _____, cell phone#: _____, or at my E-mail: _____

3. Remarks: _____

Sponsor's Print Name & Signature

FIRST ENDORSEMENT

Date: _____

From: Supervisory Special Agent, NCIS Resident Agency Sasebo
To: Commanding Officer, U.S. Fleet Activities Sasebo, Japan
Via: Security Officer, U.S. Fleet Activities Sasebo, Japan

1. Security Check completed on _____

Print Name & Signature

SECOND ENDORSEMENT

Date: _____

From: Security Officer, U.S. Fleet Activities Sasebo, Japan
To: Commanding Officer, U.S. Fleet Activities Sasebo, Japan

1. Forwarded recommending approval / disapproval.
2. Guest has been authorized previously: Yes (Date(s): _____) / No

Print Name & Signature

Date: _____

From: Commanding Officer, U.S. Fleet Activities, Sasebo, Japan
To: _____

[Print Requester's LAST, First, M / Rank / Rate / Command or Department]

1. Your request as stated has been approved / disapproved.

Print Name & Signature

ACCESS REQUEST FORM

TIME & DATE:

PURPOSE:

DESTINATION:

GATE:

SPONSOR & PHONE#:

REMARKS:

*All must be filled out in English

NO	LAST NAME	FIRST NAME	COMPANY/ ORGANIZATION	ADDRESS	NATIONALITY	BASE ID (Type "X" when holders)	VEHICLE NUMBER
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

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From: (Department Head/Officer in Charge)
To: Security Officer, Fleet Activities Sasebo

Subj: LIST OF PERSONNEL AUTHORIZED TO SIGN BASE ACCESS
APPLICATIONS

1. The following personnel are authorized to sign all personnel access pass requests and vehicle pass applications. The appointed personnel are in supervisory or management positions.

<u>Name (LAST, First MI)</u>	<u>Rank/Grade</u>	<u>Sample Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. The following personnel are authorized to coordinate guest's access.

<u>Name (LAST, First MI)</u>	<u>Rank/Grade</u>
_____	_____
_____	_____
_____	_____

3. If you have any questions, please contact xxxxx, DSN at xxxxx.

Sponsoring command DH's Signature

From: (Department Head/OIC)
To: Security Officer, Fleet Activities Sasebo

Subj: LIST OF PERSONNEL AUTHORIZED SIGN BASE ACCESS APPLICATION

1. The following personnel is/are authorized to sign correspondence for regarding identification requirements for personnel and vehicle(s) of the _____ access to FLEACT Sasebo: (Company)

a. Contract / Project Number: _____

b. Contract / Project Title: _____

c. Contract Period: From _____ To _____

<u>Name (LAST, First, MI)</u>	<u>Title</u>	<u>SAMPLE SIGNATURE</u>
_____	_____	_____
_____	_____	_____

2. The following personnel are authorized to coordinate visitors.

Name (Last, First MI)

Department Heads Signature