Civilian Administrative Forum protects community health, safety

By Dan Bowen, CFAY Public Affairs

The Uniform Code of Military Justice (UCMJ) is a well-known judicial system for maintaining order and discipline as well as ensuring the health and safety of those who serve in the United States military. However, for the many civilian employees and family members serving and stationed aboard military installations, the UCMJ does not apply.

Instead, the civilian population is subject to a Civilian Administrative Forum (CAF), a process that protects the rights, safety and mission readiness of everyone aboard Commander Fleet Activities Yokosuka (CFAY).

CAF provides a fair and practical procedure to ensure individuals not only understand the process, but can also respect it.

"CAF is a well-documented, coherent process that protects individuals while protecting the health and safety of the community," said CFAY COmmanding Officer Capt. Daniel Weed. "We scrupulously follow all senior directives and rigorously avoid any form of bias or favoritism, independent of rank or rate. Thanks to this fair and equitable decision process, serious offenses have decreased over 200 percent since 2007."

CAF, as set forth in CFAY Instruction 1750.5K, is the process by which misconduct on or off the installation is addressed.

"We become aware of a CAF issue, either through a police report, a complaint or some other means by which we understand something happened," said Fernando Meave, a paralegal specialist from the CFAY Staff Judge Advocate Office. "Normally after it's thoroughly investigated by security, we will take a look at it and notify the sponsor via the chain of command. We also note the time and place of the hearing and afford them the opportunity to change their ability to be present, depending whether they are underway or [on] temporary assigned duty, as long as their absence doesn't unduly delay the overall process."

It's also important for residents to remember that for certain offenses, the CAF process is generally put into effect after Japanese authorities have conducted their own investigations and, when required, imposed their own sanctions.

"For example, if someone is caught shoplifting out in town, the first bite at the apple, per se, from the legal perspective is by the Japanese authorities. Once they clear that hurdle, it still subjects them to going in front of a CAF officer so their infraction is reviewed by the installation commander," said Meave.

During the CAF hearing, a CAF administrative hearing officer, a commissioned officer permanently attached to CFAY and appointed by the base commander, conducts the hearing and makes recommendations which will be forwarded to the commander via the Chief Staff Officer and the Staff Judge Advocate, who is responsible for determining the legality and consistency of the recommendations. After receiving recommendations, the commander will review the case and direct the appropriate administrative sanctions.

Administrative sanctions may include, but are not limited to, the revoking or suspension of specific base privileges, community service, removal from quarters, professional counseling, or expulsion from Japan.

When determining the appropriate sanctions, the commander will take into account: the severity of the misconduct; the subject's prior record; the age and maturity of the individual; the impact of the misconduct on relations with the government or citizens of Japan and any other relevant criteria.

"My main consideration is to be fair and impartial," said Weed. "Preventing a more serious incident suggested by past incidents requires delicate judgment and compassion to ensure the needs of all are fairly considered."

Once a final disposition has been issued, the sponsor or subject may appeal the decision to Commander Naval Forces Japan. However, it must be submitted in writing within 10 working days after receiving notification of the disposition and contain all relevant facts and reasons for the appeal.

The results of CAF can often have serious short and long-term impacts on both individuals and family members.

Ultimately, it is every sponsor's responsibility to prevent misconduct by their family members. If they fail in this, it becomes the responsibility of the command to control the situation and protect the good order and discipline the base requires to run efficiently and effectively. CAF is vital to Yokosuka precisely because of the protection it offers residents.

"CAF is important because it protects the responsible, law-abiding Fleet Activities Yokosuka citizens," said Weed. "People expect a safe, healthy environment in which to live, work, play and raise their families."

Japanese Quality of Life commitee helps employee environments

By Kaz Takagi, CFAY Public Affairs

Commander, Fleet Activities Yokosuka (CFAY) holds a Japanese Quality of Life (JQOL) Commitee meeting and board meeting every month where representatives from each department work on improving the quality of life for Japanese employees in each workplace.

Originally, CFAY, Fleet Industrial Supply Center, Ship Repair Facility and Public Works Center established JQOL as *Kaizen*, which means "improvement" in Japanese in the 1990s.

In 2008, CFAY Commanding Officer Capt. Daniel Weed took initiatives, and reorganized the CFAY JOQL comittee to address challenges in CFAY.

The team has many achievements, including holding the CFAY-wide year-end party, price negotiation with the lunch delivery company Sasaya, the holding of command picnics, participation in volunteer activities, and departmental problem solving.

Presently, the team is working on the arrangement of the 2009 year-end party, an establishment of English conversation classes, an issue with the JOQL newsletter, and a proposition to allow Japanese employees use of base fitness facilities.

Also, the setting of suggestion boxes in work centers is under consideration.

(Center) CFAY JQOL Committee President Michiko Kamioka and (right) Vice President Tatsuya Umemura serve food to CFAY members during CFAY command picnic, which was held with the support of JOQL members June 12.

Photo by Yuji Kawabe

JQOL is also working to find a way to help ensure CFAY messages get across smoothly to everyone in the command to help facilitate good communication, as well as serving as a reception site for issues in each workplace.

The JQOL team helps to bring Japanese employees more benefits.

"Our horizontal relationships are also strengthened through JOQL cross-departmental events such as command picnics and year-end parties," said Michiko Kamioka, the president of JQOL committee. "JQOL produces great opportunities where we can get to know other CFAY members working in other departments."

"We hope that everybody gets to know more about JOQL," said Tatsuya Umemura, the vice president of JQOL. "We would like to be a committee with which anyone can consult about anything to improve their work environments."

To report workplace issues, or to give quality of life suggestions, e-mail mr.umemura@fe.navy.mil, or report them to your departmental JQOL members.

NAVFAC Far East hits Environmental Management System target

By Ronald Inman, NAVFAC Far East Public Affairs Officer

Naval Facilities Engineering Command (NAVFAC) Far East has completed Environmental Management System (EMS) implementation at the six installations it supports – Commander Fleet Activities Yokosuka, Commander Fleet Activities Sasebo, Commander Fleet Activities Okinawa, Naval Air Facility Atsugi, Naval Support Facility Diego Garcia and Commander Fleet Activities Chinhae - ahead of schedule.

NAVFAC Far East achieved compliance on Aug. 27, more than a month ahead of the Sept. 30 deadline – the direct result of a team effort.

"(EMS) requires tremendous coordination, training and effort across the region – not just within the environmental program, but throughout all organizational levels and programs," said Michael Corry, the NAVFAC Far East environmental engineer who acted as the command's compliance program manager during its EMS implementation.

EMS is a formal management framework intended to help an organization achieve its internal environmental goals through repeatable and consistent control of its operations. It systematically uses five basic components – policy, planning, implementation, checking/corrective action and management review – to achieve full compliance with legal requirements and continual improvement in mission performance.

EMS conformance is a highly visible requirement within the Department of Defense, Commander Navy Installations Command and NAVFAC.

The Navy uses International Standard (ISO) 14001 as its framework for EMS implementation. ISO 14001 is a globally-recognized standard for environmental management system requirements that can be applied to organizations of all types and sizes.

According to Corry, implementation of EMS at NAVFAC Far East has resulted in numerous benefits to the organization, such as streamlined documentation of and reference to training records, environmental management plans, standard operating procedures and guidance.

Nearly 3,000 employees at the six installations have completed EMS awareness training this year.

"It has exponentially increased employee awareness of how their duties affect the environment and how to complete the mission in an environmentally-friendly manner," Corry emphasized, "which will ultimately save the Navy countless time, energy and money in the future through proactive environmental management and coordination."

For more information about NAVFAC Far East environmentle management visit https://portal.navfac.navy.mil/navfacfe.