



DEPARTMENT OF THE NAVY

U.S. NAVAL AIR FACILITY
ATSUGI, JAPAN
FPO AP 96306-1209

NAFATSUGIINST 5512.9D
N3AT

MAY 26 2010

NAF ATSUGI INSTRUCTION 5512.9D

Subj: ACCESS TO NAVAL AIR FACILITY ATSUGI

Ref: (a) COMNAVFORJAPANINST 5500.7 (Series)
(b) BUPERSINST 1750.10 (Series)
(c) Status of Forces Agreement between the United States of America and Japan
(d) NAFATSUGIINST 5800.6 (Series)
(e) NAFATSUGIINST 5532.1 (Series)
(f) USFJINSTRUCTION 31-204
(g) NAFATSUGIINST 1710.11 (Series)
(h) NAFATSUGIINST 1710.1 (Series)
(i) NAFATSUGIINST 5512.1 (Series)
(j) COMNAVFORJAPANINST 11101.12 (Series)
(k) COMNAVFORJAPANINST 7220.18 (Series)

Encl: (1) Base Employee Gate Pass/Vehicle Pass Regulations
(2) Contractor/Vendor Gate Pass/Vehicle Pass Regulations
(3) Vendor/Contractor One Day Pass Request
(4) Vendor/Contractor Escort Privilege Request
(5) South Kanto Defense Bureau Pass/Vehicle Pass Regulations and Requests
(6) Guest/Vehicle Pass Regulations
(7) English Student Pass Request/Agreement
(8) Unescorted Guest Request
(9) Special Pass Request
(10) Non-SOFA Student ID Card Request
(11) Access and Control Matrix/Notes

1. Purpose. To establish minimum security requirements and promulgate procedures for persons having legitimate reason for access to U.S. Naval Air Facility (NAF) Atsugi. To provide regulations and procedures concerning the various identification media required to administer this program. References (a) through (k) are germane.

2. Cancellation. NAFATSUGIINST 5512.9C

3. Background. NAF Atsugi is a potential target for sabotage, espionage, subversion, and other criminal activities directed at U.S. government property and Naval personnel. Security is paramount and demands the enforcement of effective measures to include controlling access to the facility. This can be

MAY 26 2010

achieved through an established security perimeter, which provides specific points for entry, and an identification system to regulate the passage of personnel.

4. Policy

a. Responsible Persons. Security is an all hands responsibility. Although the Commanding Officer is responsible for security of this installation, nothing in this instruction shall be construed as relieving any individual of their ultimate responsibilities for the security of their command's activities.

b. Access Authorization. Access will be authorized only for those who are assigned to or employed by this command or tenant activities, or are entitled by their affiliation with the U.S. Government or Government of Japan to utilize onboard facilities and activities.

c. Access Denial. The Commanding Officer, or his appointed representative, may deny access to NAF Atsugi to any individual or organization whose presence or purpose would be considered against the best interest of the U.S. Government or the Government of Japan.

d. Security Checks. Per reference (a), certain categories of persons having legitimate and continuing requirements for access to U.S. Naval Forces, Japan installations are subject to appropriate security checks.

e. Security Posture. The policies in this instruction may be made more or less stringent by the Commanding Officer or his designated representative when Force Protection Conditions change and dictate a change in security posture.

5. Scope. The provisions of this instruction apply to all persons desiring access to NAF Atsugi.

6. Definitions

a. Base Personnel. Any person having legitimate and continuing requirements for access to NAF Atsugi as a result of assignment to, or employment with, any of the component/tenant commands and activities, or permanent local contractor firms authorized to conduct business aboard NAF Atsugi. These include:

MAY 26 2010

(1) Active Duty Military. Base military personnel include all active duty U.S. Forces and Japan Maritime Self Defense Force (JMSDF) personnel assigned duty at NAF Atsugi and its tenant commands.

(2) U.S. Civilians. Base U.S. employees include all U.S. civil services, U.S. non-appropriated fund, and U.S. contractor representatives who are employed in positions onboard NAF Atsugi.

(3) U.S. Dependents. Family members of base U.S. military personnel and U.S. employees covered under the provisions of references (b) and (c).

(4) Local Nationals. Base local national employees include all Master Labor Contract (MLC), Indirect Hire Agreement (IHA), Hourly Paid Temporary (HPT), and contractors/vendors authorized to conduct business aboard NAF Atsugi.

(5) Master Labor Contract (MLC). The MLC is a contract, recognized as an international agreement between the United States (Party A), represented by the Contracting Officer, 374 Contracting Squadron, Yokota Air Base, Japan, and the GOJ (Party B), represented by the Director, DFAA, which governs the employment of JN personnel performing direct mission support functions. These personnel are paid out of appropriated funds, except where offsets by GOJ labor cost sharing.

(6) Indirect Hire Agreement (IHA). The IHA is an agreement similar to the MLC, which governs the employment of JN personnel engaged in welfare and recreation programs and military exchanges. These employees are paid out of non-appropriated funds, except where offset by GOJ labor cost sharing.

b. Visitor. Any person with legitimate requirements for short-term access to NAF Atsugi for the purpose of conducting business with component/tenant commands or activities (cf. guest). Visitor categories include:

(1) Military Visitors. Military visitors include all personnel embarked in visiting military aircraft and other U.S. Forces active duty personnel not stationed onboard NAF Atsugi, to include transient active duty U.S. personnel in Japan under orders or on leave, Japan Defense Facilities Administration Agency (JDFAA) and Japanese Maritime Self Defense Force personnel not stationed onboard NAF Atsugi, and military

personnel of foreign nations accredited by the Commanding Officer.

(2) U.S. Technical Representatives. U.S. technical representatives include those individuals on temporary assignment to a specific command/activity and employed by a U.S. government agency or company contracted to conduct business with the U.S. Government.

(3) Commercial Visitors. Commercial visitors include all contractor representatives and employees of companies not engaged in continuous business aboard NAF Atsugi.

(4) Official Visitors. Official visitors include Japanese law enforcement personnel, prominent individuals, and civic or government officials who have a need to conduct business or make periodic protocol calls with agencies aboard NAF Atsugi.

(5) Other Visitors. Other visitors include civilian employees and family members covered under the provisions of reference (c) whose sponsors are not attached to activities/commands aboard NAF Atsugi. Also, personnel who are attached to government agencies such as the U.S. Embassy or United Nations, and where authorization is established for medical, dental, or other services aboard NAF Atsugi.

(6) Special Visitors. Special visitors include all retired military personnel and their family members when bearing authorized identification cards, complimentary visitors authorized by the NAF Atsugi Commanding Officer, or U.S. military reserve personnel when officially assigned to units operating within the confines of NAF Atsugi.

c. Guest. Any person or group coming aboard the facility in response to a social invitation or occasion (cf. visitor).

d. Proper Authority. Any Commissioned Officer, Non-Commissioned Officer, Petty Officer, member of the Naval Security Police (NSP), Auxiliary Security Force (ASF), NAF Japanese Security Guard (JSG), Shore Patrol, JMSDF gate sentries, or other authorized representative acting on behalf of the Commanding Officer, NAF Atsugi, in the performance of their duties.

e. Competent Escort. U.S. Forces, JMSDF personnel, and their family members who are sixteen years of age or older, U.S.

MAY 26 2010

Embassy personnel, and local national civilian employees who have escort privileges per enclosure (1).

7. Access to U.S. Naval Air Facility Atsugi. Access will be authorized as amplified below:

a. Access Procedures. With the exception of aircraft crews and passengers arriving by aircraft, persons desiring access to the facility will enter the perimeter through established vehicle or pedestrian gates after being properly identified by the JSG or NSP sentries. Identification will be continuously maintained by all persons within the confines of NAF Atsugi and presented upon the request of proper authority. All vehicles must be registered or identified per reference (d) or enclosures (1) through (6). Personnel are required to present valid identification as indicated below:

(1) Military personnel (active duty, reservists, or retired) will display their Armed Forces Identification Card.

(2) Family members of U.S. Forces and civilian employees, age 10 and above will display their Uniformed Services Identification and Privilege Card (DD Form 1173).

(3) U.S. Technical Representatives will display their official orders along with a valid passport or DoD Common Access Card (CAC).

(4) Base local national employees will display passes issued by the Pass and ID Office per enclosures (1) and (2). Local national employees from other military installations with a legitimate need for access may be allowed access if escorted by a Competent Escort.

(5) Official visitors will display their passes issued from the NAF Atsugi Pass and ID Office. Japanese law enforcement personnel may use their official police identification cards for access.

(6) Guest access will be per enclosure (6).

b. Access Authorization. Only those individuals qualifying as base personnel, visitors, or guests having legitimate business within the confines of NAF Atsugi, shall be authorized to enter. Persons or groups without competent escort, who desire to gain access to tour the facility or other purpose, at times other than during full Open Base or Friendship events, may

MAY 26 2010

contact the Public Affairs Officer or Host Nation Relations Officer to arrange for an escort. Escorts shall ensure that such guests confine their activities to appropriate areas.

c. Photographic Equipment. Photographic equipment may be carried and used aboard the installation without prior authorization except where specifically prohibited per reference (e).

8. Denial of Access. Individuals may be denied access for any of the following reasons:

a. Security checks or self-disclosures reveal derogatory information of a subversive, criminal, or other nature, which indicates the individual's presence on-base would not be in the best interest of the U.S. Government or the Government of Japan.

b. Has close relatives, i.e. parent, brother, sister, wife, or child, residing in a Communist-dominated country (see attachment (1) of reference (f)).

c. Falsification of personal history statement.

d. Failure to demonstrate a legitimate requirement for access.

e. Refusal to submit to a search of their person or vehicle when entering, anytime while onboard, or when leaving the base.

f. In the event citizens of or an individual driving a diplomatic plated vehicle of a country listed in attachment (1) of reference (f) attempts to enter NAF Atsugi, entry will be denied unless ALL of the following conditions below have been met:

(1) The individual(s) is/are sponsored by a SOFA member.

(2) The SOFA member sponsoring the individual(s) has made a written request to the Security Officer via the local NCIS office, to include the following information: name; permanent address; address staying in Japan; gender; country of citizenship; passport number; relationship; if driving, make, year, color, and license plate number of the vehicle; and date, time, and duration of visit.

(3) The written request is approved.

MAY 26 2010

g. Other reasons as determined by the Commanding Officer, NAF Atsugi.

9. Limited/Restricted Areas. Personnel who do not have proper clearance or possess a regular work pass, must be escorted by NAF Atsugi military personnel in limited and or restricted areas listed in reference (e). Tenant commands and activities are responsible for controlling the access to and from their specific organizational limited/restricted areas.

10. Responsibilities. Commanding Officer, NAF Atsugi hereby delegates the authority for administration of the Base Personnel Access Program to the Security Officer. Special responsibilities are as follows:

a. Security Officer

(1) Issue and control all passes except as specifically authorized by Commanding Officer, NAF Atsugi.

(2) Maintain up-to-date base denial access lists. Provide gate sentry posts with updated lists of persons who are denied access to NAF Atsugi, but who may possess a form of identification which might indicate authorized access.

(3) Coordinate and maintain close liaison with Naval Criminal Investigative Service Resident Agency (NCISRA) for the completion of security checks.

b. Gate Sentries and Naval Security Police Personnel

(1) Deny access to all persons except those authorized access per this instruction.

(2) Conduct spot checks and searches of persons seeking access to the base as directed by the Security Officer.

(3) Confiscate expired identification cards and passes of individuals whose access authorization has been revoked and are no longer entitled to carry said pass.

c. Commanding Officers and Officers in Charge of commands and activities located at NAF Atsugi

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

MAY 26 2010

(2) Contact the NSP when individuals are suspected of violating base or activity access provisions.

(3) Provide the Security Officer with detailed information regarding any case wherein an individual or company/organization should be denied access.

d. Commanding Officer, Japan Maritime Self Defense Force

(1) Assume responsibility for controlling issuance of gate passes to JMSDF military members, family members, employees, and visitors.

(2) Ensure that JMSDF pass regulations and procedures conform to the provisions of this instruction. JMSDF Pass Officials shall maintain all records of gate passes issued by their command and provide this information when requested by NSP.

11. Personnel and Property Identification. Any individual seeking or having gained access to NAF Atsugi will present, on request by proper authority, their identification card and/or pass, reveal the purpose of their presence, and submit for inspection any packages or material in their possession. Access will be denied if it is determined that circumstances so warrant.

12. Searches. The Commanding Officer will, at irregular intervals, direct spot checks and searches to be conducted by competent personnel. Individuals and vehicles possessing access authorization and seeking access to or departing from NAF Atsugi are subject to search. Searches will be made only with consent of the individual concerned. If a person refuses to consent to the search, the following action will be taken:

a. If the individual(s) desires access to the installation, their access will be denied and their information will be logged into pass down and NSP communication logs for the record.

b. When circumstances dictate, direct the individual(s) be detained or placed under surveillance, as necessary, to conduct further investigation. If the individual(s) is not subject to U.S. Military authority, the proper civilian authority shall be promptly notified for appropriate action.

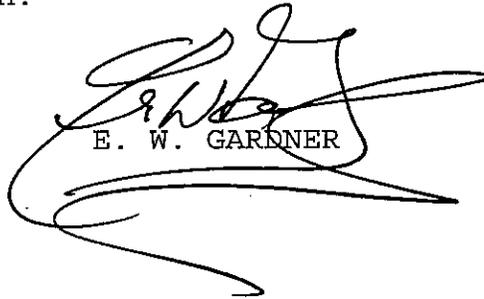
MAY 26 2010

c. Confiscate all identification authorizing access to NAF Atsugi and initiate necessary action to preclude further access.

d. If the individual represents a commercial firm, procedures will be initiated to notify the company that the employee in question will not be allowed access until further notice.

e. Direct a complete report of the incident and submit to the Commanding Officer, NAF Atsugi, with copies to the Commanding Officer or Department Head of the individual, as applicable.

13. Violations. Personnel found violating base regulations or any part of this instruction shall be subject to disciplinary and/or administrative action.



E. W. GARDNER

Distribution:
(NAFATSUGIINST 5215.T)
Lists I, II, III, Case A

MAY 26 2010

BASE EMPLOYEE GATE PASS/VEHICLE PASS REGULATIONS

1. Base Employee Gate Passes. Civilian employees such as Master Labor Contractors (MLC), Indirect Hire Agreement (IHA) and Hourly Paid Temporary (HPT), who have a continuing requirement for access to NAF Atsugi, will be issued a Defense Biometric Identification System (DBIDS) ID card pass upon completion of satisfactory security checks. Passes are the property of the U.S. Government and any violation of their use will result in restrictions being invoked against the responsible individual and/or company concerned. In the interest of easing the administrative burden in maintaining this program, the number of pass categories shall be kept to a minimum. Therefore, the following pass categories are established and will be issued to the below listed personnel.

a. Temporary DBIDS card. A temporary DBIDS card will be issued by the Pass Office to new employees upon written request (NAF Form 5512/1) from the hiring activity and after a satisfactory check of the base access denial list and other locally available records.

(1) Issued to MLC/IHA/HPT employees for their initial six-month employment period.

(2) Issued to HPT employees who have a satisfactory background check on file for periods of one year.

(3) Card holder is not authorized guest or escort privileges or utilization of MWR facilities.

b. Permanent DBIDS card. A permanent DBIDS card is issued by the Pass Office, upon request (NAF Form 5512/1) from the hiring activity, to MLC and IHA employees with a satisfactory background check on file and who have completed their initial six-month employment period.

(1) Issued to MLC/IHA employees for a period of time not to exceed CNFJ/DBIDS policy, or until termination of employment.

(2) Card holder is authorized to use MWR facilities and NEX Food Court.

(3) Card holder is authorized guest privileges indicated on the DBIDS Card.

c. Escort privileges may be authorized by the Security Officer based upon DBIDS policy, and upon request from the hiring activity (as indicated NAF Form 5512/1) for MLC and IHA permanent employees who are required to escort visitors to conduct business on the

Enclosure (1)

installation. Sponsoring commands are encouraged to provide written justification for escort requests. Escorts must be mature, reliable, and hold a responsible position within the activity. Hiring activities shall keep the number of designated escort privilege cardholders to a minimum.

d. Employees must present their DBIDS card to the gate sentry when entering the base. When within the confines of NAF Atsugi, employees shall have their passes immediately available and present them when requested by proper authority.

e. All employees shall submit a request through their department to renew their DBIDS cards whenever they change jobs from one activity to another, have a name change, a significant change in appearance, when the pass has an error, is mutilated, or when the pass is within one month of expiration. The employing activity will submit to renew a pass to the Pass Office.

f. In the event that DBIDS card is lost or misplaced, employees must report it to Security Patrol Division, the Pass Office, and their supervisor immediately.

(1) After verifying employment and completing a voluntary statement, the Pass Office will issue the employee a one-day paper pass with escort required. The employee will be directed to search for the missing pass. In the event that the pass is not located within 24 hours, the employee must report the lost pass to Japanese Police authorities and present a written statement to their employing activity, describing the circumstances surrounding the lost pass and requesting a new pass be issued. The employing activity will then submit a new pass request to the Pass Office together with the employee's written statement and a local police report.

(2) It is the responsibility of the employee to maintain possession of their DBIDS card at all times. Due to the seriousness of a lost pass, employees who lose more than two passes may be denied a new gate pass.

g. DBIDS cards must be returned to the Pass Office upon expiration, termination of employment, or when it is determined by responsible authority that the need for access to NAF Atsugi no longer exists. The hiring activity is responsible for ensuring that the Pass Office is notified immediately when an employee is terminated or has resigned. The hiring activity must confiscate the DBIDS ID card and escort the individual off the base. If the individual has a vehicle, the vehicle pass must also be returned.

MAY 26 2010

h. MLC/IHA employees who retire with 10 or more years of satisfactory service may be issued a permanent DBIDS card valid for one (1) year, upon favorable recommendation from Human Resources Office. ID card holders are entitled access and use of MWR facilities. Passes must be requested and renewed, via the last command/department the employee worked.

(1) Retired MLC/IHA employees are authorized to escort six (6) guests and one (1) vehicle.

(2) Entry may be granted from 0600 to 2400 seven days a week.

(3) Vehicle requirements will be the same as a regular base employee.

(4) The Commanding Officer, NAF Atsugi, may withdraw these privileges and the pass will be forfeited for violations of base regulations, offenses against Japanese law, or military necessity.

2. Base Employee Vehicle Passes

a. Base employees may be issued a base vehicle pass for one (1) privately owned vehicle and one (1) motorcycle. Proof of ownership, Japanese Compulsory Insurance, valid driver's license, and an approved request signed by their division supervisor are mandatory to be eligible to receive the pass. Employees who receive public transportation allowance are not authorized to obtain employee vehicle pass privileges.

b. Vehicle passes will be issued for a period to coincide with the expiration of the employee's DBIDS ID pass. It is the responsibility of the employee to maintain a current driver's license and vehicle registration. Failure to do so may result in the revocation of the pass and/or denial of any future vehicle passes.

c. Vehicle passes must be displayed on the vehicle's front dashboard in plain view at all times while onboard the installation.

MAY 26 2010

MLC/IHA/HPT/Pass Request

MLC/IHA/HPT DBIDS REGISTRATION FORM

Do you possess a dependent ID? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes, please register as a family member of SOFA (use different form). However, if you have escort privileges as an employee, fill this form and obtain DBIDS card.		
Date of Request: MM / DD / YYYY		
Name		
Last/姓	First/名・Middle	
WT/体重	HT/身長	
Color of Eyes/目の色	Color of Hair/髪の色	
Date of Birth/生年月日	Employee No./従業員番号	
Command/部隊		
Categories (check "x" in a block/四角に"x"を入れて下さい) 1. <input type="checkbox"/> MLC 2. <input type="checkbox"/> IHA 3. <input type="checkbox"/> HPT		
Force Protection Level (Key & Essential) 1. <input type="checkbox"/> Charlie 2. <input type="checkbox"/> Delta Bravo	Escort YES/NO	Redstar YES/NO
Expiration date of gate pass /パスの有効期限 Exp: MM/DD/YYYY (Renew ID Card)	Grade/等級	
Code Number/コード番号	UIC Number/UIC 番号	
Work Phone No./職場の電話	Home Phone No./自宅の電話	
Supervisor Signature/職場責任者サイン		
Print Name		
ISSUED BY:		DATE: / /
PRIVACY ACT STATEMENT		
Collection of this is authorized by the Privacy Act, U.S.C. Section 552(a). The information will be used to process DBIDS registration. The information on this form may be disclosed to the third parties in accordance with the provision of 5 U.S.C. Section 552(b). Completion of this form is voluntary; however, failure to provide the information requested may preclude the processing of DBIDS registration.		

CONTRACTOR/VENDOR GATE PASS/VEHICLE PASS REGULATIONS

1. Contractor/Vendor Gate Passes. Civilian personnel, other than base employees, U.S. Forces family members, and U.S. civilian employees, who have a continuing requirement for access to NAF Atsugi, will be issued a DBIDS ID pass upon completion of satisfactory security checks. Passes are the property of the U.S. Government and any violation of their use will result in restrictions being invoked against the responsible individual and/or company concerned.

a. Temporary DBIDS Card. A Temporary Gate Pass will be issued by the Pass Office to contractors/vendors upon written request (NAF Form 5512/2) from the contracting activity and after a satisfactory check of the base access denial list and other locally available records.

(1) Issued to contractors/vendors under a contract of less than six month period or until termination of contract.

(2) Issued to contractors/vendors pending background check.

(3) Pass holder is not authorized guest privileges or use of MWR facilities.

b. Permanent DBIDS Card. Permanent DBIDS card is issued by the Pass Office upon request (NAF Form 5512/1) from the contracting activity, to contractors and vendors with a satisfactory background check on file and who have completed their initial six-month (6) employment period.

(1) Issued to contractors and vendors for one (1) year period or until termination of employment.

(2) Pass holder is not authorized to use MWR facilities and NEX Food Court.

(3) Pass holder is authorized escort privileges, during normal guest hours, for the number of guests indicated on the DBIDS Card.

c. Escort privileges may be authorized by the Security Officer upon request from the contracted activity via NAF Form 5512/3. Escort privileges are granted to contractors who request to escort guests for the purpose of conducting official business on the installation.

MAY 26 2010

(1) Escorts must be mature, reliable, and hold a responsible position within the activity.

(2) Hiring activities shall keep the number of designated escort privilege cardholders to a minimum, consistent with efficient operations.

d. Contractors and vendors must present their DBIDS ID pass to the gate sentry when entering or departing the base. While within the confines of NAF Atsugi, contractors/vendors shall have their passes immediately available and produce them for identification purposes when requested by proper authority.

e. All contractors shall renew their DBIDS cards whenever they have a name change, a significant change in appearance, when the pass has an error, mutilated, or when the pass is within one (1) month of expiration.

f. In the event that DBIDS card is lost or misplaced, contractors and vendors must report the event to the Pass Office and their supervisor immediately.

(1) After verifying employment and submitting a voluntary statement concerning the loss of the pass, the Pass Office will issue a daily one day pass with escort required. The contractor/vendor will be directed to search for the missing pass. In the event that the DBIDS card is not located within 24 hours, the pass holder must report the lost pass to Japanese Police authorities and present a written statement to the contracting activity, describing the circumstances surrounding the lost pass and requesting a new one be issued. The contracted activity will then submit a new pass request via the contracting activity to the Pass Office together with the employee's written statement and a local police report.

(2) It is the responsibility of the contractor/vendor to maintain possession of their DBIDS cards at all times. Due to the seriousness of a lost pass, contractors/vendors who lose more than one (1) pass may be denied a new gate pass.

g. When DBIDS card must be returned to the Pass Office upon expiration, termination of employment, or when responsible authority determines that need for access to NAF Atsugi no longer exists. The contracting activity is responsible for ensuring that the Pass Office is immediately notified of

terminated and/or resigned contactors/vendors and that passes are returned.

2. Contractor/Vendor Vehicle Passes

a. Issued by the Pass Office upon request from contracted activities for one (1) vehicle per DBIDS pass holder after having provided proof of ownership, Japanese Compulsory Insurance, and valid driver's license for the purpose of conducting official business.

b. Vehicle passes will be issued for a period to coincide with the expiration of the Contractor/Vendor . It is the responsibility of the Contractor/Vendor to maintain current driver's license and vehicle registration, to include the vehicles being escorted on the installation. Failure to do so may result in the revocation of the pass and/or denial of any future vehicle passes.

c. Vehicle passes must be displayed on the vehicle's front dashboard in plain view at all times while onboard the installation.

3. One Day Contractor/Vendor Vehicle Passes

a. Issued by the Pass Office or a designated representative of the security department, to sponsors who are authorized cardholders wishing to escort for temporary access to the installation only for the purpose of conducting official business.

b. Contractor shall provide the following documentations:

(1) Valid photo ID card (Passport, Alien card, Driver license, Japanese resident (Jyuki-netto) card.

(2) Proof of ownership, Japanese Compulsory Insurance, and valid driver's license.

c. Vehicle passes must be displayed on the vehicle's front dashboard in plain view at all times while onboard the installation. Passes will not be taken off base.

d. Sponsors are responsible for the actions of their sponsored guests while onboard the installation, guests must be escorted at all times.

MAY 26 2010

e. Sponsors must ensure all passes must be returned to a Pass Drop Box prior to the expiration of business hours for NAF Atsugi, ensuring that the guests or vehicles has exited the installation.

MAY 26 2010

VENDOR/CONTRACTOR ONE DAY PASS REQUEST

Date: _____

From:
To: Security Officer, NAF Atsugi
Via:
Subj: GATE PASS

Ref: (a) Contract number: _____
(b) NAFATSUGIINST 5512.9D
(c) NAFATSUGIINST 5512.1E

1. It is requested that a Permanent/Temporary Gate pass be issued to/renewed for the below listed personnel in order to fulfill the commitments of reference (a):

LAST NAME	FIRST	HEIGHT	WEIGHT	SEX	JOB TITLE	DOB
-----------	-------	--------	--------	-----	-----------	-----

2. References (b) and (c) have been read and the provisions contained therein understood. Upon completion of work, or termination of employment, the pass for the above named personnel will be returned to the NAF Pass Office.

Company phone: _____ Submitted by: _____

FIRST ENDORSEMENT Date: _____

From:
To: Security Officer, NAF Atsugi

- Expiration contract date is _____ UIC: _____
- Week Days will be from _____ to _____ UIC Phone: _____
- Hours will be from _____ to _____ Pass Expiration date is _____
- Escort privilege Yes/No
- Average frequency of escort (per month) _____ days
- Other Base passes: Yes/No (If yes, # _____ Expire date _____)
- Forwarded recommending approval/disapproval.

Signed: _____
Print Name Phone

SECOND ENDORSEMENT Date: _____

From: Security Officer, NAF Atsugi

To:
1. Returned approved/disapproved _____
SECURITY OFFICER

Copy to:
Pass Office
NAF ATSUGI FORM 5512/2

MAY 26 2010

VENDOR/CONTRACTOR ESCORT PRIVILEGE REQUEST

Date: _____

From:
To: Security Officer, NAF Atsugi, Japan
Via:

Subj: VENDOR/CONTRACTOR ESCORT PRIVILEGE REQUEST

Ref: (a) NAFATSUGIINST 5512.9D
(b) Contract No. _____

1. Per references (a) and (b), it is requested that the following employee be granted escort privileges for visitors conducting business with this activity.

Name	Job Title	Pass Number
------	-----------	-------------

2. Average frequency of escorts (per month):

3. Current total number of employees with escort privileges:

4. Escorts are responsible for the conduct of all visitors and will ensure that they are under escort while within the confines of NAF Atsugi, Japan.

5. Forwarded, recommending approval.

Contract Supervisor: _____

Print Name	Phone
------------	-------

Date: _____

Sponsor Command _____

Print Name	Phone
------------	-------

FIRST ENDORSEMENT Date: _____

From: Security Officer, NAF Atsugi, Japan
To:

1. Returned approved / disapproved

SECURITY OFFICER

Copy to:
Pass Office
NAF ATSUGI FORM 5512/3

MAY 26 2010

SOUTH KANTO DEFENSE BUREAU
PASS/VEHICLE PASS REGULATIONS AND REQUESTS

1. South Kanto Defense Bureau (SKDB) Passes. The staff and contractors of SKDB (ex-YDFAB) are granted access to the base to conduct business regarding cost sharing projects between the United States Government and the Government of Japan.

a. DBIDS ID pass will be issued by the Pass Office, upon request from the Chief Supervisor, SKDB Atsugi Project Office, via the Atsugi Project Engineer, U. S. Army Corps Engineers, Japan, and after a satisfactory check of the base access denial list and other locally available records.

b. Issued for one (1) year period, or until termination of contract.

c. Pass holders are not authorized the use of MWR facilities.

d. Escort privileges are authorized for pass holders who are required to escort visitors and sub-contractors for the purpose of conducting official business on the installation.

e. While within the confines of NAF Atsugi, SKDB staff and contractors shall have their passes immediately available and produce them for identification purposes when requested by proper authority. Passes must be presented to the gate sentry when entering or departing the base.

f. In the event that a pass is lost or misplaced, SKDB staff must report the event to the Pass Office and their supervisor immediately. After verifying employment and submitting a voluntary statement concerning the loss of the pass, the Pass Office will issue a daily one day pass with "No escort required" stamped on top. The one-day pass will be used in conjunction with a photo ID card for base access. The contractor will be directed to search for the missing pass.

(1) In the event that the pass is not located within 24 hours, the pass holder must report the lost pass to Japanese Police authorities and present a written statement to the contracting activity, describing the circumstances surrounding the lost pass and requesting a new one be issued. The contracted activity will then submit a new pass request via the Atsugi Project Engineer to the Pass Office together with the employee's written statement and a police report.

MAY 26 2010

(2) It is the responsibility of the SKDB staff to maintain possession of their pass at all times.

g. When the pass is surrendered it must be returned to the Pass Office upon expiration, termination of employment, or when it is determined by responsible authority that the need for access to NAF Atsugi no longer exists. The contracting activity is responsible for ensuring that the Pass Office is immediately notified of terminated and or resigned contactors and that passes are returned.

2. SKDB Vehicle Stickers/Passes

a. Issued by the SKDB Atsugi Pass Office, on request from the Chief Supervisor, SKDB Atsugi Office, upon approval by the Security Officer. One (1) vehicle per gate pass holder is permitted. Applicants must provide proof of ownership, or permission from the company that owns the vehicle, Japanese Compulsory Insurance, and valid driver's license.

b. Vehicle stickers will be issued for a period to coincide with the expiration of the contractor's DBIDS pass. It is the responsibility of the contractor to maintain current driver's license and vehicle registration, to include the vehicles being escorted on the installation. Failure to do so may result in the denial of any future vehicle passes.

c. Vehicle stickers must be attached on the vehicle's front bumper, driver's side view for supervisory contractors. Sub-contractors will display their passes on the vehicle's dashboard in plain view at all times while onboard the installation.

(1) Vehicle stickers will have expiration dates, be serialized, and will only grant access to NAF Atsugi.

(2) Red stickers will be for SKDB staff and Government of Japan (GOJ) contractors. Green stickers will be for contractor escort personnel.

MAY 26 2010

Date: _____

From: Chief Supervisor, SKDB Atsugi Office
To: Security Officer, NAF Atsugi
Via: Officer in Charge of Contracts, NAF Atsugi

Subj: SKDB GATE PASS REQUEST

Ref: (a) Contract number: _____
(b) NAFATSUGIINST 5512.9D
(c) NAFATSUGIINST 5512.1E

1. It is requested that SKDB Gate Passes be issued to/renewed for the below listed personnel in support of reference (a).

Company/Job site: _____
Full Name HT WT SEX JOB TITLE DATE OF BIRTH

2. References (b) and (c) have been read and the provisions contained therein understood. Upon completion of work, or termination of employment, the pass for the above named personnel will be returned to the NAF Pass Office.

3. Working hours will be from ___ to ___, work Days are ___ to ___.

4. Start date _____. Expiration date is _____.

5. Escort privilege is/is not requested. The above listed person is responsible for the conduct of all personnel they escort and will ensure that all visitors are under escort while within the confines of NAF Atsugi, Japan.

Signature

FIRST ENDORSEMENT

Date: _____

From: Officer in Charge of Contracts, Public Works Department,
NAF Atsugi, Japan
To: Security Officer, NAF Atsugi, Japan

1. Forwarded, recommending approval.

Signature

SECOND ENDORSEMENT

Date: _____

From: Security Officer, NAF Atsugi, Japan
To: Chief Supervisor, SKDB Atsugi Project Office

1. Returned approved/disapproved

Signature

Copy to:
Pass Office

MAY 26 2010

Date: _____

From: Chief Supervisor, SKDB Atsugi Project Office
To: Security Officer, NAF Atsugi, Japan

Subj: SKDB VEHICLE STICKER REQUEST

Ref: (a) Contract number: _____
(b) NAFATSUGIINST 5512.9D
(c) NAFATSUGIINST 5512.1E

1. It is requested that SKDB sticker(s) be issued to/renewed for the below listed personnel in order to fulfill the commitments of reference

(a): Company Name/Job Site: _____

Full Name Pass No Vehicle/License plate # Sticker No/Color Expiration

2. Upon completion of work, expiration date, or termination of employment, the sticker(s) for the above will be returned.

3. POC: _____ Phone: _____

Signature

FIRST ENDORSEMENT

Date: _____

From: Security Officer, NAF Atsugi, Japan
To: Chief Supervisor, SKDB Atsugi Project Office

1. Returned approved/disapproved

Signature

Copy to:
Pass Office

MAY 26 2010

GUEST/VEHICLE PASS REGULATIONS

1. Sponsoring Guests. All U.S. Forces (active duty, reserve, and retired) personnel, U.S. Civilian employees, JMSDF active duty personnel, and family members (16 and over) are authorized to escort up to six (6) guests with one (1) vehicle during guest hours.

a. Officers and enlisted personnel in pay grades E-7 and above, and their adult family members are not required to register their guests with Pass and ID office.

b. Enlisted personnel in the pay grades E-6 and below must sign in their guests and obtain a guest pass at the NAF Atsugi Pass and ID Office.

c. Guests Hours on base: Sunday - Thursday 0800-2400
Friday - Saturday 0800-0230

d. Guest from a designated third nation, listed in attachment (1) of reference (f), or if the access involves sponsorship of a vehicle, entry will be denied unless ALL of the following conditions below have been met:

(1) The individual(s) is/are sponsored by a SOFA member.

(2) The SOFA member sponsoring the individual(s) has made a written request to the Security Officer via the local NCIS office, to include the following information: name; permanent address; address staying in Japan; country of citizenship; passport number; if driving, make, year, color, and license plate; and duration of visit.

(3) The written request is approved.

e. The JMSDF pass office issues all guest and vehicle passes for JMSDF active duty personnel, family members, and JMSDF contractors and vendors but must adhere to base visiting hours.

f. In addition to signing guests with Pass and ID office, E1-E6 BEQ guest(s) must also be signed in at the Front Desk with the Duty Barracks Personnel. Guest visiting hours are 0800-2400 daily.

g. SOFA sponsored personnel must meet minimum liability insurance requirements (Bodily Injury-30,000,000 Yen and

MAY 26 2010

Property Damage-3,000,000 Yen) in order to operate any vehicle on base.

h. Personnel discovered violating any guest regulations or any part of this instruction may be subject to the following disciplinary and/or administrative action:

- 1st Violation: Warning
- 2nd Violation: 14-days suspension of privileges
- 3rd Violation: 30-days suspension of privileges
- 4th Violation: 90-days suspension of privileges
- 5th Violation: PERMANENT revocation of privileges

2. One Day Guest Passes (without vehicles)

a. Issued by the Pass Office or a designated representative of the Security Department, to sponsors who are authorized cardholders wishing to escort guests for temporary access to the installation.

b. A photo ID card is required for guests 16 years old and above.

(1) Japanese nationals whose identification cards do not bear a photo (e.g., Japanese National Health Insurance cards) will be considered on a case-by-case basis.

(2) A Japanese driver's license will only be accepted as proof of nationality if it indicates the holder's permanent residence. Otherwise, some other proof of nationality (e.g., passport, city hall-issued citizen card) must be presented for access.

c. Guest(s) are required to exchange their valid photo I.D. (e.g., passport, Alien card, Driver license, Japanese resident (Jyuki-netto) card, Student ID is required) with a serialized visitor's badge.

d. Sponsors are required to escort their guests at all times while onboard the installation and will be held accountable for their guests' actions.

e. Passes must be returned to the Pass & ID Office upon exiting the installation. Failure to return the pass may result in a suspension of guest privileges as stated above. One-day guest passes will not be taken off base in any circumstances.

MAY 26 2010

f. An overnight pass (valid up to three days) may be issued to guests of authorized cardholders who reside in base housing, BEQ/BOQ, or have guests who will reside in the Navy Lodge.

g. Guests other than Japanese nationals from nations not listed in reference (f) must show proof of legal status in Japan. A valid resident alien card or passport with a current visa is required for the pass to be issued.

3. Guest Vehicle Passes

a. Except in cases authorizing longer access listed elsewhere in this instruction, the one-day vehicle pass system must be utilized by all personnel desiring to sponsor vehicles for base access that do not bear a U.S. Forces decal (USFJ Form 15).

b. The following regulations govern the one-day guest and vehicle pass system:

(1) DoD ID card holders may sponsor vehicles that do not bear a U.S. Forces decal (USFJ Form 15). Such sponsorship does not authorize the sponsor to operate the vehicle unless they hold written permission in English and are covered by the minimum liability insurance mandated for SOFA personnel in reference (c).

(2) All personnel acquiring one-day guest/vehicle passes are required to escort their guests at all times.

(3) All one-day guest/vehicle passes must be returned to the Vehicle Registration/Pass & ID Office prior to the expiration of visiting hours onboard NAF Atsugi, ensuring that the guest or vehicle has exited the installation.

(4) All personnel residing in NAF Atsugi housing and Navy Lodge may obtain an overnight guest pass (valid up to three days) to facilitate overnight or weekend guests. An exception for BEQ/BOQ residents must be approved by the Executive Officer.

(5) Vehicle passes will only be issued after having displayed proof of ownership (valid registration) or written permission from the registered owner to drive, valid JCI and weight tax, and valid driver's license.

4. Special Vehicle Passes. Issued at the main gate after hours by a designated representative of the Security Department, to:

MAY 26 2010

a. Cardholders who are authorized base access when the Pass and ID/Vehicle Registration Office is closed.

b. SOFA Personnel in the process of registering or undergoing base inspection for a newly acquired vehicle. The vehicle must have a temporary plate, a bill of sale, and current JCI and liability insurance.

c. These passes may be issue to expire as late as 1600 of the following workday. Unique situations will be assessed on a case-by-case basis.

5. House Guest Passes. Guests who are visiting U.S. military personnel or U.S. civilian employees permanently attached to or living aboard NAF Atsugi may receive a House Guest ID Pass (NAF ATSUGI 5512/8) to facilitate base access.

a. Relatives or personal friends of U.S. Forces personnel who are visiting Japan on a tourist visa shall be afforded the maximum hospitality and courtesies consistent with regulations during their stay.

(1) House Guest Passes will be issued to expire in accordance with the expiration date of the Japanese Visa, or departure date is determined by return ticket verification, whichever comes first.

(2) In accordance with reference (j), base housing residents are required to obtain an approval from the Housing Office prior to being granted a House Guest Pass.

b. Immediate family members visiting and temporarily residing in a sponsor's household who are not in a tourist status, or who do not qualify as dependents under SOFA, may receive a House Guest Pass for a period not to exceed 60 days. For further guidance, see also reference (j).

c. The privileges extended to house guests include the following:

(1) Riding station buses unaccompanied.

(2) Attending performances at base theaters unaccompanied.

MAY 26 2010

(3) Using MWR facilities according to MWR guidelines (other than borrowing books from the library) unaccompanied.

(4) May enter and exit NAF Atsugi while unaccompanied.

(5) Entry, but not purchase from, Navy Exchange facilities when accompanied by competent sponsor.

d. To receive these courtesies, their presence must be registered with the command and they must carry with them a House Guest Pass. This pass does not authorize the guest to use the Military Banking Facility, receive medical or dental treatment, enter service clubs unless in the company of an authorized adult (18 years of age or older) patron of that club, enter the DECA Commissary; use the facilities of other U.S. military installations in the area, or any other privilege not specifically enumerated above.

e. As always, the sponsor is responsible for the actions of each guest and their use of privileges. Improper behavior by the guest or misuse of the pass will be sufficient cause for the command to recall the card and may be cause for disciplinary action against the sponsor.

6. Local National Sponsors of Guests. Base local national employees (MLC and IHA, including retirees) who hold a valid employees identification card may escort guests indicated on their DBIDS ID onboard NAF Atsugi during regular guest hours.

a. Active MLCs, IHAs and retired employees are authorized guest privileges and may escort up to six (6) guests and one (1) vehicle.

b. Employees shall escort their guests at all times and shall display their ID card to proper authority upon request.

7. English Students. Visitors who receive English lessons onboard the installation are considered guests and given access when escorted by a qualified sponsor. The procedures are as follows:

a. English teacher applicants shall provide proof that they have completed the English Teacher's Class provided by the Fleet Family Service Center (FFSC) prior to accepting English students. A security representative will be available to explain the required paperwork and base rules and regulations at the class.

MAY 26 2010

b. All teachers are required to report to the Pass and ID Office together with their students to read the English Student Policy and sign the rules and regulations before submitting their applications.

c. New teachers are required to present a copy of their orders (or sponsor's orders) so their PRD can be verified. Japanese nationals must present some form of identification. Students other than Japanese nationals must have a current resident alien card. All registered students 10 years and above will be issued an English Student ID Card. Students under the age of seventeen (17) must have a letter of approval from their legal guardian.

d. The ID card allows the student access to the base when escorted by a specific teacher for a maximum of four (4) hours block from 0800-2200 on specified days, for English lessons at the teacher's home only. Passes will not be issued to any student if the teacher resides off base, in a BEQ/BOQ or the Navy Lodge. The student must provide two (2) ID size pictures.

e. The English student ID card can be picked up by the student from Pass and ID Office at the main gate five (5) working days after the application is submitted.

f. Teachers can request for renewal of expiring English student ID cards without the student's presence providing they have the old ID card. New student ID cards and renewal ID cards will not be issued if the teacher has any student with an expired ID card or is within sixty (60) days of PRD.

g. A student will not be transferred to another teacher without first returning their previous student ID card.

h. Teachers may escort their students to the base clubs, NEX Food Court, and McDonalds. However, if they desire their students to remain on base after the expiration time printed on the student ID, the teacher must escort the student to the main gate to acquire a visitor's pass, and must be off the base before expiration of regular guest hours.

i. English teacher will be issued one (1) English student vehicle pass to allow an English student's vehicle escorted access to the installation. The vehicle pass will be displayed on the right side dashboard of the vehicle and must be under escort by the English teacher while onboard the installation.

MAY 2 6 2010

It is the English student's responsibility to ensure all registration requirements are current. The English teacher must retrieve the vehicle pass when the student's vehicle departs the installation.

j. English students under escort by their teachers are permitted entry/exit on all gates. If the student attempts to leave unescorted, their pass will be confiscated.

k. All passes must be turned-in no later than the expiration date and/or renewed no later than five (5) working days of the date of expiration. Teachers must turn-in all student ID cards to the Pass and ID Office 30 days before their flight date for PCS transfer.

l. Teachers will be limited to a maximum of 20 students.

m. Violations of this policy will result in the suspension and/or revocation of the teacher's guest privileges and the student's pass will be confiscated. The first violation is a loss of guest/student privileges for three months. Second violation is a suspension for 6 months, and third violation is permanent revocation of guest/student privileges. An appeal may be submitted within 10 days of the suspension or revocation.

MAY 26 2010

From: _____
(Last Name, First, M.I., Rate/Rank, SSN, Command)

To: Pass & Identification Office, NAF Atsugi, Japan

Subj: ENGLISH STUDENT PASS REQUEST

- Encl: (1) English Student Agreement
- (2) Two Identical ID Pictures
- (3) Orders (First time request only)

1. I request the following person be issued an English Student Pass for the purpose of attending English lessons at my home. I have read and understand the English Student Policy.

Name: _____ Sex: M/F DOB: _____

Address: _____

Home telephone #: _____

My home address on NAF Atsugi is _____

My home telephone #: _____ e-mail address: _____

2. I understand that this pass allows my student escorted access on _____ (day/s), at the following times _____ (4 hrs limit) to and from my home only for the purpose of attending English lessons in my home. This pass does not allow unescorted use of any base facility.

3. I will ensure that my student is aware of base regulations and instructions and I accept full responsibility for the actions of my student while on base.

4. I understand that this pass is a privilege and any misuse will result in the immediate suspension or possible revocation of my English student privileges.

5. I also understand that the English Student Pass must be returned to the Pass Office upon termination of lessons and/or at least 30 days before my flight date for PCS transfer.

Sponsor/Teacher signature Date PASS/ID Representative

PASS No. _____ Expiration date: _____

MAY 26 2010

ENGLISH STUDENT AGREEMENT

1. This pass authorizes you escorted access to attend English lessons at the home of your designated teacher only.

このパスは指定された英語講師宅でのレッスンを受講する為のみに許可されたものである。

2. The use of this pass allows you to be on base only during the times and days specified on the ID card

基地への入門はIDカードに記載された日付、時刻のみ許可されるものである。

3. You must be under escort at all times.

基地内へのエスコート無しでの立ち入りは許可されていない。

4. This pass must be renewed five (5) working days before expiration, or turned into the pass office on or before the date of expiration.

このパスは有効期限の5日前（ワーキングデイ）までに、更新あるいは返却されなければならない。

5. You must be off base prior to the expiration time on your ID card. To remain on base after that time, the teacher must escort you to the main gate to acquire a visitor's pass. You then must be off the base before expiration of regular guest hours. You are not authorized to stay overnight in any BEQ, BOQ, or Navy Lodge room.

IDに記載されている時刻までに基地を退出しなければならない。記載時刻以降に基地に滞在する場合はメインゲートにて先生がエスコートしてビジターパスを取得できるが、レギュラーゲスト時刻までには基地を退出しなければならない。BEQ、BOQ、またはネービーロッジに宿泊する事は許可されていない。

6. Seat belts must be worn at all times while riding/driving in a vehicle on base.

基地滞在中はシートベルトの着用が義務づけられている。

7. You are not authorized to bring any guests onboard the installation.

ゲストを連れてくる権限は許可されていない。

8. Any misuse of this pass may result in immediate revocation of your base access.

故意にこのパスを悪用した場合は、直ちに基地へのアクセス権を失う。

9. Seven (7) days notice is required for an exchange of student to another teacher.

他の先生へ移籍はその7日前までに報告される必要がある。

MAY 26 2010

10. Students under the age of seventeen (17) must have a letter of approval from their legal guardian.

英語教室生徒が満17歳以下の場合は、親権者による書面（日本語）での同意書が必要である。

11. This privilege may be withdrawn without notice during heightened Force Protection Conditions (e.g. FORCECON Charlie, Measure 33, etc.)

当基地に高度警戒配備が実施されている場合は、理由の如何をを問わずエスコートは許可されない

12. Violators to these policies may be subject to the following:

本規約に違反した際は、下記に記載される制裁が行われる。

a. For the teacher: first violation, loss of guest/student privileges for three months, second violation penalty is six months, third violation, permanent loss of guest/student privileges. You have the right to appeal the suspension or revocation within 10 working days.

教師が本規約に違反した際は、1回目は3ヶ月のエスコート権の停止、2回目は6ヶ月間、3回目は権利の取り消しとなる。

b. Student: first violation, loss of base access/visitation privileges.

生徒が本規約に違反した際は、以後入門は許可されない。

I HAVE READ THE ABOVE RULES AND REGULATIONS WITH MY TEACHER AND UNDERSTAND THE ENGLISH STUDENT PASS POLICY.

Teacher's signature Date Students signature Date

Teacher's Printed Name Student's Printed Name

MAY 26 2010

SPECIAL PASS REGULATIONS

1. NAF Atsugi Japan-U.S. Goodwill Society (GWS) Pass.

a. The NAF Atsugi Japan-U.S. Goodwill Society is the official station friendship organization. Its members and invited guests attend official base functions. Their passes are controlled by the Commanding Officer, via Host Nation Relations Office, and are issued a DBIDS ID under the long-term visitor category by the Pass & ID Office.

b. Holders are authorized guest privileges and may escort up to eight (8) guests with three (3) vehicles. One vehicle belongs to GWS pass holder and the other two (2) vehicles belong to the guests. Temporary vehicle passes will be issued to the GWS's guest vehicle(s).

c. Vehicle passes will be issued by the Pass Office after presenting their Goodwill Society Card, proof of ownership (valid registration) of the vehicle or an authorization letter to operate a company vehicle from the company president, JCI, and a valid driver's license. The expiration of the vehicle pass will coincide with the NAF Atsugi Japan-U.S. Goodwill Society Card.

d. GWS guests are not required to obtain a guest pass, provided the group is under competent GWS ID card holder.

2. Sakura Pass

a. These passes are controlled and issued by the Commanding Officer, via the Host Nation Relations Office, and are issued to individuals, civic and government officials. Per reference (h), Sakura cardholders are categorized as long-term visitors and are issued a DBIDS card for the purpose of utilizing the Officer's Club, Chief Petty Officer's Club, Food Court, and the NAF Atsugi golf course.

b. Holders are authorized unescorted access to the facilities listed above, from 0500-2400 after presenting their Sakura pass to the gate sentry.

c. NCIS field office will conduct appropriate background checks on applicants prior to issuing a Sakura pass.

d. Holders are authorized guest privileges and may escort up to seven (7) guests with two (2) vehicles, one vehicle belonging to VIP pass holder and the other vehicle belongs to the guest, during normal golf and club hours. A temporary vehicle pass will be issued to the Sakura cardholder's guest vehicle.

e. Sakura guests are not required to obtain a guest pass, provided the group is under competent Sakura ID card holder.

MAY 26 2010

f. Vehicle passes may be obtained from the Pass Office after presenting the VIP card, proof of ownership (valid registration) of the vehicle or an authorization letter to operate a company vehicle from the company president, JCI, and a valid driver's license. The expiration of the vehicle pass will coincide with the VIP Card.

3. Honorary Pass

a. These passes are issued by the Pass and ID Office upon request of the Host Nation Relations Officer under approval of the Commanding Officer, U. S. Naval Air Facility Atsugi.

b. These passes are issued to local and national government officials and dignitaries who support command-sponsored base events. The pass issued is a DBIDS ID under the long-term visitor category.

c. Cardholders are authorized unescorted access to NAF Headquarters, the Officer's Club, NAF Atsugi Golf Course, and Public Works Department, seven days a week from 0600 to 0100. The cardholder must report their visit to the Host Nation Relations Office.

d. Vehicle passes will be issued by the Pass Office after presenting proof of ownership (valid registration) of the vehicle or an authorization letter to operate a company vehicle from the company president, JCI, and a valid driver's license. The expiration of the vehicle pass will coincide with the Honorary Pass.

4. Press/Media Pass

a. These passes are issued by the Pass and ID Office upon request of the Host Nation Relations Officer or Public Affairs Officer under approval of the Commanding Officer, U. S. Naval Air Facility Atsugi.

b. These passes are issued to local and national press and media for the purpose of having direct access to the Host Nation Relations Office and the Public Affairs Office. Such persons are not granted access to any other area within the confines of NAF Atsugi unless accompanied by an authorized escort.

c. These passes are valid for one year from the date of issue, Monday through Friday, from 0800 to 1630. The bearers must report their visit to the Host Nation Relations Office and/or the Public Affairs Office.

d. Vehicle passes will NOT be issued.

e. Not authorized to escort guests.

5. Miscellaneous Passes. A request for passes not listed in this instruction, (i.e. Volunteer, Chapel, Navy Campus students, off base

MAY 26 2010

Student, etc.) will be handled on a case-by-case basis upon written request to the Security Officer. All such requests must be submitted at least five working days in advance using NAF Form 5512/8. Maximum of 10 passes per department. Not authorized to use MWR facilities.

6. Lost Special Pass. In the event that a pass is lost, pass holders must report the loss to the local Japanese Police, base security, and the Host Nation Relations Officer. After completing the reporting process a new pass may be issued.

7. Special Passes Renewal. All special pass holders shall submit a request for a renewal thru their requesting agency (i.e. HNRO, MWR and CO's office) for the Commanding Officer's approval. Pass & ID will process the pass once approved.

8. Command/Private Organization/Personal Functions

a. U.S. Forces Japan, Department of Defense Dependents' Schools (DoDDS), MWR, and DoD personnel may request a Special Events Pass for guests to attend social functions or other group activities aboard the facility by submitting a NAF Form 5512/7 to the Pass Office at least five (5) working days prior to the event.

(1) Sponsors for guests requiring access via any installation access control point other than the Main Gate must obtain permission from the Security Officer or his designated representative.

b. Guests of a scheduled special event will not be required to obtain a guest pass, provided the group is under competent escort.

(1) Local guests 16 years old and above must have a photo ID. Guests other than SOFA-sponsored members and Japanese nationals must have a valid passport with a current visa or a valid resident alien card.

(2) Nationals of debarred third nations must receive appropriate authorization as mandated in reference (f).

(3) Non-SOFA sponsored DoDDS students parents are allowed access to base during scheduled school events with prior notice.

(4) Sponsors are required to bring the invitation cards and a guest/vehicle list to the Pass Office prior to mailing. The Pass Office will stamp the invitation cards so they can be used as the guests' pass (and, when indicated, vehicle pass).

9. Japan Maritime Self Defense Force Special Event Procedures

a. Japan Maritime Self Defense Force (JMSDF) may request a Special Events Pass for guests to attend social functions or other group activities aboard the facility by submitting a NAF Form 5512/7 to the Pass Office at least five (5) working days prior to the event.

MAY 26 2010

(1) JMSDF sponsoring office shall submit a written request to the Security Officer via the Pass and ID office, to include the following information:

- (a) Individual(s) full name(s)
- (b) Country of citizenship and passport number (if applicable).
- (c) Local address in Japan and duration of visit.
- (d) If driving, make, year, color, and license plate.

(2) Pass and ID office will route all requests involving guest(s) from a designated third nation listed in attachment (1) of reference (f) to NCIS field office for background check(s).

(3) Security Officer will make notification to the upper chain of command in any case of unsatisfactory report(s) received from NCIS.

10. Special Hours

a. Guests utilizing Morale Welfare Recreation (MWR) tours, early golf tee times/tournaments, etc., may be allowed early access (before 0800) with a memorandum containing names of individuals and time access is requested. The request must be submitted to the Security Officer at least five (5) working days prior to the event.

b. Personnel residing on base with overseas guests arriving after Pass & ID normal office hours may bring them onboard after checking-in with Duty Personnel in Bldg 20. Such persons may be granted a guest pass valid for up to three days. Guests should then be registered under the appropriate category (house guest, etc.) upon opening of the Pass & ID Office.

11. Special Events.

a. Open Base. Only the Commanding Officer can approve requests for base "Open Base" events. During periods of Open Base, all persons except those who are listed on the base/regional access denial list, or those barred by the Commanding Officer, shall be authorized to enter NAF Atsugi as a guest, and proceed unescorted to the approved areas of visitation. The Naval Security Police Department will establish boundaries to ensure the general public will be restricted as necessary to maintain adequate control of base ingress/egress by guests, as well as to facilitate parking and ensure pedestrian safety. Guests who are neither Japanese Nationals nor SOFA sponsored must present a valid passport with current visa or resident alien card for entrance to the base.

MAY 26 2010

b. Friendship Events. "Friendship events" are special events that have been approved by the Commanding Officer, for which a smaller crowd is expected than would warrant an Open Base event. Such events generally coincide with an MWR-hosted community get-together. Access controls to Friendship Events are similar to those of Open Base, with the exception that the number of off-base guests is generally controlled, and guests usually receive an identifier (e.g. a pass, card, or wristband) upon presentation of identification. Specific requirements are delineated at the NSP Operations Planning brief for each event and are subject to approval by the Commanding Officer.

12. Access by Taxis.

a. Taxis, in general, will be authorized 24-hour access to enter the base when the passengers are authorized access. Such taxis will depart via the most expeditious route after unloading passengers. Personal guests accompanied by authorized sponsors must have a pass prior to entry to the base. Force protection measures require 100 percent taxi searches upon entry to the base.

b. Certain taxis, after completing registration with Security/Pass & ID Office, via Host Nations Relations Office, may access the facility for the purpose of picking up passengers at the designated Taxi Stand opposite Bandy Field. Taxi drivers who are registered for this program are issued a DBIDS ID card. Conditions of this registration are delineated in a memorandum of understanding between NSP and HNRO.

13. Windshield Decals

a. Windshield decals will be issued to base employees and SOFA personnel for privately owned vehicles (POV) in accordance with applicable instructions, host nation laws, and the following procedures:

(1) The employee must possess a valid pass (DBIDS ID, contractor pass, etc).

(2) Show evidence of a required vehicle registration, Japanese Compulsory Insurance (JCI), and Liability Insurance.

b. Windshield decals for JMSDF employees' POVs will be issued by JMSDF Pass Office, in compliance with NAF Atsugi regulations.

c. All SOFA personnel will have the following decals displayed on their POV (for proper placement of decals, contact NAF Atsugi Vehicle Registration/Pass and ID Office).

(1) USFJ Decal

(2) Japanese Parking Certificate

(3) Weight tax decal (issued by Sagami Land Office, upon payment of weight tax).

MAY 26 2010

UNESCORTED GUEST (S) REQUEST

From: _____
Last, First, M. I. RANK/RATE SSN COMMAND TEL.
To: Security Officer, NAF Atsugi, Japan.

Subj: REQUEST FOR UNESCORTED GUEST(S)

1. It is requested that the below listed person(s) be authorized access to Naval Air Facility, Atsugi, without an escort on the date listed below.

2. Reason for access:

-
- (1) Name: _____ Sex: M / F DOB: _____
Address: _____ Day of event: _____
 - (2) Name: _____ Sex: M / F DOB: _____
Address: _____ Day of event: _____
 - (3) Name: _____ Sex: M / F DOB: _____
Address: _____ Day of event: _____
 - (4) Name: _____ Sex: M / F DOB: _____
Address: _____ Day of event: _____
 - (5) Name: _____ Sex: M / F DOB: _____
Address: _____ Day of event: _____

3. This form, along with two passport-sized photos of the individuals listed, must be submitted at least 5 working days prior to the date specified above. One form will be retained by the Pass and ID office for verification of authorized sponsored guest(s). Each guest listed above must possess identification (e.g., Japanese Drivers License). This form is valid for six (6) months from the date of issue and may be renewed if required.

Sponsor's Signature Date or Request

-FIRST ENDORSEMENT Date: _____

From: Security Officer, NAF Atsugi, Japan.
To:

1. Forwarded. APPROVED/DISAPPROVED

SECURITY OFFICER

MAY 26 2010

SPECIAL EVENT PASS REQUEST

Date: _____

From: _____
Last, First Name Rate/Rank SSN. Ph. # ORGANIZATION
To: Security Officer, NAF Atsugi
Via: Pass and ID Office, NAF Atsugi

Subj: REQUEST FOR SPECIAL EVENT PASSES

Ref: (a) NAFATSUGIINST 5512.9C

1. I request the attached list of persons be authorized to access NAF Atsugi to attend a (state a specific function).

_____ on _____ sponsored by _____.
(NAME OF EVENT) (DATE OF EVENT)

2. Approximate number guests will be ___ and require ___ vehicle passes.

3. Guests will arrive via the main gate about _____ and depart the base by _____. I understand that all guests 16 years old and above are required to have a photo ID.

4. Point of contact for this event is

(Name/phone)

Signature of sponsor

NOTE: IF THE GUEST IS OTHER THAN A JAPANESE NATIONAL OR SOFA SPONSORED, A VALID PASSPORT WITH CURRENT VISA OR ALIEN REGISTRATION CARD IS REQUIRED

FIRST ENDORSEMENT

Date: _____

From: Security Officer, NAF Atsugi
To: _____

Your request has been APPROVED. Your guests are authorized to enter and exit the facility unescorted to attend the special event as indicated above.

Your request has been APPROVED. Guests are required to be escorted on and off the facility.

SECURITY OFFICER

MAY 26 2010

NON-SOFA STUDENT ID CARD REQUEST

From: _____
 Sponsor's Last name/First/MI/Rank/SSN/Command
 To: Security Officer, Naval Air Facility Atsugi
 Subj: REQUEST FOR OFF BASE SCHOOL STUDENT ID CARD
 Encl: (1) Copy of school registration

1. I request that my family member listed below be issued an Off Base School Student ID Card.

Name of Student: _____ Age: _____ Color of Eyes: _____
 Color of Hair: _____ Height: _____ Weight: _____ Sex: _____
 Nationality: _____ Base Address: _____ Phone#: _____
 Name of School: _____ Start Date: _____

2. I understand that this ID card permits my family member to enter and exit NAF Atsugi pedestrian gate and must be presented to the gate sentry and upon request. This ID card is only valid for NAF Atsugi.

3. I understand that the Off Base School Student ID card is for identification purposes only and must be renewed every school year

4. I must return the ID card upon expiration or when my family member no longer attends an off base school.

I understand that falsification of information or any violation to the above policy could result in administrative and/or disciplinary action.

Signature of Sponsor / Date

Signature of Student / Date

ENDORSEMENT

From: Security Officer, NAF Atsugi, Japan

1. Approved / Disapproved

School ID card # _____ Expiration Date _____

SECURITY OFFICER

DATE

MAY 26 2010

DEPARTMENT OF THE NAVY

FPCON LEVEL ACCESS TO NAF ATSUGI

NAVAL SECURITY POLICE DETACHMENT U.S. NAVAL AIR FACILITY ATSUGI, JAPAN

This matrix provides a quick reference for personnel authorized access on board NAF Atsugi during FPCON, Alpha (A), Bravo (B), Charlie (C), Delta (D)

ID CARD/PASS TYPE	Escort Required	Vehicle Pass Authorized	Guest Pass Authorized	FPCON	NOTES
Armed Forces (Active E1-E6)	N	1	6	A B C	1, 2, 4, 5, 6, 13
Armed Forces (Active E7 and above)	N	1	6	A B C	3, 4, 5, 6, 13
Armed Forces (Reserve)	N	1	6	A B C	11, 12
Armed Forces (Family Member 16 yrs or over)	N	1	6	A B C	18
Armed Forces (Retired)	N	1	6	A B C	1, 2, 3, 4, 5, 6, 13
DOD/Civilian Contractors	N	1	6	A B C	1, 2, 4, 5, 6, 13
U.S. Embassy DOD	N	1	6	A B C	1, 4, 6, 7
IHA/MLC (Retired)	N	1	6	A B C	1, 4, 5, 6, 8, 17
IHA/MLC (ACTIVE)	N	1	6	A B C	1, 17
HPT/Temporary	N	N	N	A B C	1, 17
Local Contractor/Vendor	N	1	6	A B	1, 17
Volunteer Pass (Chapel)	Y	1	N	A B C	8
Volunteer Pass (FFSC)	Y	1	N	A B C	8
Volunteer Pass (Red Cross)	Y	1	N	A B C	8
Volunteer Pass (Japanese Teacher)	Y	1	N	A B C	8
One Day Guest Pass	Y	SEE NOTE	SEE NOTE	A B C	18
Overnight/3-Day Pass	Y	SEE NOTE	SEE NOTE	A B C	18
House Guest Pass (On Base)	Y	SEE NOTE	SEE NOTE	A B C	4, 13
House Guest Pass (Off Base)	Y	SEE NOTE	SEE NOTE	A B C	4, 13
Letter of ID (Guardian)	N	1	N	A B C	8
Letter of ID (College)	N	N	N	A B C	
Non Sofa Member School Pass	N	N	N	A B C	
Goodwill Society Pass	N	2	8	A B C	4, 5, 14
VIP (Sakura) Pass	N	2	7	A B C	1, 4, 5, 15
Honorary Pass	N	1	6	A B C	4, 5, 7
Other Base MLC/IHA	N	1	6	A B C	4, 5, 17
Special Event Pass	Y	SEE NOTE	SEE NOTE	A B C	6
JMSDF (Military)	SEE NOTE	SEE NOTE	SEE NOTE		10
JMSDF (Family Member)	SEE NOTE	SEE NOTE	SEE NOTE		10
JMSDF (Contractors/Vendors)	SEE NOTE	SEE NOTE	SEE NOTE		10
JMSDF (Civilian)	SEE NOTE	SEE NOTE	SEE NOTE		10

MAY 26 2010

NOTES	
1	REQUIRED TO SIGN IN ALL GUESTS
2	BEQ DAILY HOURS 0800-2400
3	BEQ DAILY HOURS 0800-0200
4	REQUIRE VALID PHOTO IDENTIFICATION (PASSPORT, ALIEN REGISTRATION CARD, JAPANESE DRIVERS LICENSE)
5	JCI, CAR REGISTRATION, LETTER OF AUTHORITY TO DRIVE VEHICLE (WHEN DRIVER IS NOT OWNER)
6	MORE THAN SIX (6) GUESTS REQUIRES SPONSOR TO SUBMIT SPECIAL EVENT (5) WORKING DAYS IN ADVANCE
7	ONLY WITH PRIOR NOTICE
8	MEMBER'S OR GUARDIAN'S POV ONLY
9	MUST BE ESCORTED AT ALL TIMES WHILE ON THE INSTALLATION
10	MUST SIGN IN WITH JMSDF PASS OFFICE
11	VEHICLE OR GUEST PASS WILL BE ISSUED ONLY IF UNDER VALID ORDERS TO USFJ
12	SUBJECT TO SAME RULES AND REGULATIONS AS ACTIVE DUTY WHEN UNDER VALID ORDERS TO USFJ
13	SUBJECT TO COMPLETION OF BACKGROUND CHECK (IF REQUIRED)
14	AUTHORIZED TO HAVE 8 GUESTS AND 3 VEHICLES TOTAL
15	AUTHORIZED TO HAVE 7 GUESTS AND 2 VEHICLES TOTAL
16	MUST BE ESCORTED DURING FPCON CHARLIE
17	PRIVILEGES WILL BE IN ACCORDANCE WITH ISSUED DBIDS IDENTIFICATION CARD
18	IN ACCORDANCE WITH SPONSOR'S PRIVILEGES
19	ONLY WITH VALID ATSUGI USFJ FORM 4 OR 4EJ LICENSE