



DEPARTMENT OF THE NAVY

COMMANDER, FLEET ACTIVITIES, YOKOSUKA
PSC 473 BOX 1
FPO AP 96349-0001

Canc: Nov 14

COMFLEACTYOKOSUKANOTE 5530
N3AT
28 May 14

COMFLEACT YOKOSUKA NOTICE 5530

From: Commander, Fleet Activities, Yokosuka

Subj: BASE ACCESS

Ref: (a) COMFLEACTINST 5530.6B

Encl: (1) Sample of Proper ID
(2) One Day Only Guest Pass Application Form (CFAY 5800/48B (Rev. 5-14))
(3) Daily Guest Pass Application Form (CFAY 5800/48A (5-14))
(4) Pre-Authorized Pass Request Form CFAY 5532/24 (Rev. 5-14)
(5) Lost Report CFAY 5532/54 (Rev. 5-14)

1. Purpose. To notify all personnel of the requirement to obtain a guest pass for all personal guests brought onto the installation. This policy will be effective 2 June 2014.

2. Responsibilities.

All sponsors:

a. Must be registered in the Defense Biometrics Identification Database System (DBIDS).

b. Are required to request a guest pass for their guests entering from Fleet Activities (FLEACT), Yokosuka gates listed in paragraph 3b of this notification.

c. Return the pass to the designated location(s).

d. Ensure all guests except children 12 years old and under possess proper identification (ID) as shown in enclosure (1). If the guest does not have proper ID, the guest will not be allowed to access FLEACT, Yokosuka.

3. One Day Only Guest Pass.

a. Sponsors must:

(1) Fill out enclosure (2), One Day Only Guest Pass Application Form, receive a One Day Guest Pass, and be present with their guests when obtaining a guest pass at a gate.

(2) Constantly escort their guests on and off the installation(s), and return the pass prior to 2359 to the designated location(s).

b. One Day Only Guest Pass will be issued at the following locations:

(1) Industrial Security Office (ISO), 0700-2300.

(2) Carney Gate Pedestrian, 0800-2300.

(3) Carney Gate Vehicle Lane, 0800-2300.

(4) Womble Gate Pedestrian, 0800-2200.

(5) Womble Gate Vehicle Lane, 0800-2200.

(6) Ikego Main Gate, 0800-2300.

(7) Ikego Jinmuji Gate, 0800-2300.

(8) Negishi Main Gate, 0800-2300.

4. Daily Guest Pass. Sponsors may request a Daily Guest Pass for personal guests who will make frequent visits to the installation(s). Term of the pass is one year, not to exceed the sponsor's PRD.

a. Sponsors must fill out enclosure (3), Daily Guest Pass Application Form (CFAY 5800/48A (5-14)) and submit to ISO for processing.

b. The pass must be returned to ISO when it's no longer required or expired.

5. Pre-Authorized Pass. Sponsors may request a Pre-Authorized Pass for personal guests.

a. Sponsors must fill out enclosure (4), Pre-Authorized Pass Request Form CFAY 5532/24 (Rev. 5-14), and submit to ISO prior to guest arrival.

b. Pass will be prepared and left at the requested gate of entry.

c. English students will be issued 180 days DBIDS card.

6. Violations.

a. Returning Passes. All guests must exit the base no later than 2359 of the expiration date of the pass and pass returned. If the pass(es) are not returned, the following actions will be taken:

(1) First Violation, verbal and written warning issued to the sponsor via his/her command.

(2) Second Violation, 30-day suspension of all pass privileges.

(3) Third Violation, 90-day suspension.

(4) Fourth Violation, one year suspension.

b. Unescorted Guests. If guests are unescorted while on-base, the first violation will result in a 30-day suspension of all pass privileges, and a second violation will result in a one year suspension. The guest will be escorted off the installation by Security personnel. Base access for the guest will be suspended until further notice.

c. Designated Third Country Guests. If guests are unescorted while on-base, the guest will be escorted off the installation by Security personnel. This violation will result in revocation of sponsor's guest privileges. Base access for the guest will be suspended until further notice.

d. Over Stay. If guests are found over staying on-base, the guest will be escorted off the installation by Security personnel. This violation will result in revocation of sponsor's guest privileges. Base access for the guest will be suspended until further notice.

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e. Lost Pass. If a guest loses a pass, the sponsor will report it immediately to FLEACT, Yokosuka Security Department and complete enclosure (5) Lost Report (CFAY 5532/54 (Rev. 5-14)).

f. Mutilated and Tampered Pass. Any pass issued by ISO are prohibited to be mutilated or tampered with. Violation will result in revocation of sponsor's guest privileges. Base access for the guest will be suspended until further notice.

Any violations of the guest policy will affect the violator and his/her entire family members. A record of the violation will be kept on file.



D. T. GLENISTER

Distribution:
COMFLEACTINST 5215.2L
List I, II, Case 1

Stocked:
Commander, Fleet Activities, Yokosuka
PSC 473 Box 1
FPO AP 96349-0001

ACCEPTABLE ID'S FOR COMFLEACT, YOKOSUKA ACCESS

Ref: (a) USFJINST 31-204
(b) COMFLEACTINST 5530.6 (Series)

Must present one of the below listed official IDs to obtain One Day Guest Pass:



Basic Resident Registration Card (Jyumin Kihon Daichyo Card)
Pictured Form Only



Japanese Driver's License
Must have place of birth column. As for the current form, see next slide.



Japan/Foreign Passport
Valid visa required for alien.

“Non Japanese nationals must present passport, Resident card or Alien Registration Card.”



Alien Registration Card or Resident Card
Both visa and expiration date must be valid.

- ID is not required for minors under 12 years old.
- 13~Under 18 years old students may substitute their school IDs (either pictured, or not).
- School ID is acceptable only for Japanese citizens.
- Note: Must be escorted by their parent, or approved guardian after 1700 hrs.**
- See next slide for supplementation of new driver's license.

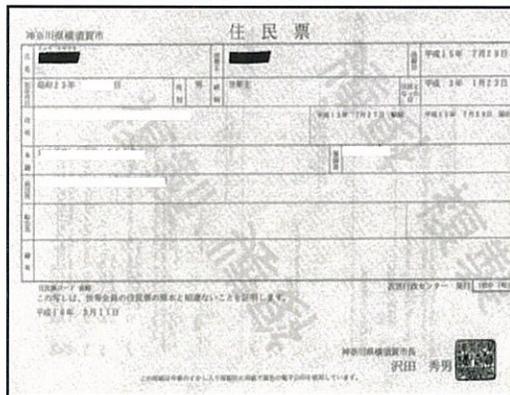
SUPPLEMENTS FOR NEW DRIVER'S LICENSE

Ref: (a) USFJINST 31-204
(b) COMFLEACTINST 5530.6 (Series)

If your guest has the new form of Japanese driver's license, one of the below listed supplements are accepted to verify nationality:

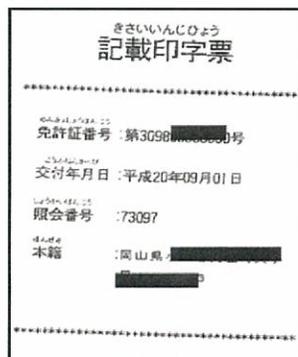


Japanese Driver's License



Address Certificate
with Permanent Address

Obtain after the driver's license's issuance.
Valid until expiration date of the driver's license.



Driver's License
Permanent Address
Record

Can be obtained from the
Police Station.



Basic Resident
Registration Card



Japan, or Foreign Passport

28 May 14

ONE DAY ONLY GUEST PASS APPLICATION FORM

(FILL OUT IN ENGLISH ONLY) 全てローマ字で記入すること

PASS REQUESTOR (パスの申請者)

SSN (last four)	LAST NAME (姓)	FIRST NAME & M.I. (名)	RANK/RATE (階級)	RELATIONSHIP TO SPONSOR SELF/SPOUSE/CHILD/PARENT	
HOME ADDRESS (PHYSICAL ADDRESS (住所))		SPONSOR'S COMMAND & DIVISION (部隊&部署)	PRD	WORK PHONE (職場電話)	HOME PHONE (自宅電話)

GUEST (ゲスト情報)

1.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
2.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
3.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
4.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
5.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
6.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#

 Requestor's Signature

CFAY 5800/48B (5-14)

Upon Completion
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

Enclosure (2)

28 May 14

DAILY GUEST PASS APPLICATION FORM**(FILL OUT IN ENGLISH ONLY) 全てローマ字で記入すること****PASS REQUESTOR (パスの申請者)**

SSN (last four)	LAST NAME (姓)	FIRST NAME & M.I. (名)	RANK/RATE (階級)	RELATIONSHIP TO SPONSOR SELF/SPOUSE/CHILD/PARENT	
HOME ADDRESS (PHYSICAL ADDRESS)(住所)		SPONSOR'S COMMAND & DIVISION (部隊&部署)	PRD	WORK PHONE (職場電話)	HOME PHONE (自宅電話)

GUEST

1.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
2.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
3.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
4.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
5.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
6.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
7.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
8.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
9.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#
10.GUEST LAST NAME (姓)	GUEST FIRST NAME (名)	NATIONALITY (国籍)	BIRTH DATE (誕生日)	PASS#

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PRE-AUTHORIZED PASS REQUEST FORM**DBIDS registration must be completed to request for a pre-authorized pass!**

						Date:
From: Requestor	Last name			First Name		
To:	Commander, Fleet Activities, Yokosuka					
Subj:	REQUEST FOR PRE-AUTHORIZATION PASS FOR GUEST TO ENTER FLEET ACTIVITIES, YOKOSUKA					
Ref:	(a) COMFLEACTYOKOSUKAINST 5530.6 series					
Encl:	(1) Copy of Photo Identification (obtaining a DBIDS card): <u>Japanese National</u> : Driver's License (permanent address must be shown), Passport or Resident Card <u>Non-Japanese National</u> : Passport or Alien Registration Card for a guest.					
1. Per reference (a), it is requested that the guest(s) listed below be authorized entry to the base with an escort. 2. It will be limited to six months for English Students, and one day visit for social visits. I will <u>constantly escort</u> my guest while on-base. 3. I will ensure my guest complies with all rules and regulations established for Commander, Fleet Activities, Yokosuka installations. 4. I understand that lack of information could be denial of my request. 5. I understand that a gate pass/DBIDS card must be returned to the place where the pass was obtained upon expiration of the pass. 6. I understand that my DBIDS registration must be completed and updated.						
REQUESTER'S INFORMATION						
Sponsor's Command			Address (not mailing address)			
Sponsor's Rate/Pay Grade			Tel (Work)		Tel (Home)	
GUEST INFORMATION (NOT SOCIAL VISIT PURPOSE)						
Last Name		First Name		Nationality		
Date of Birth	Weight (pound)	Height (inch)	Color of Eyes	Color of Hair	Telephone #	
Address						
ID Type and Number for DBIDS Card	Passport #	Driver's License #	Resident Card #	Alien Registration Card #		
DATE/TIME (NOT TO EXCEED 3 DAYS PER WEEK AND 4 HOURS PER DAY EXCEPT ONE-DAY SOCIAL VISIT)						
<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
From (Date)			To (Date)			
Purpose for 180 days Pre-authorized Pass (DBIDS card)				Destination		
<input type="checkbox"/> English Student <input type="checkbox"/> Cultural Study Student <input type="checkbox"/> Church Attendee/Bible Study						
						_____ Sponsor's Signature
						Date:
From: Commander, Fleet Activities, Yokosuka						
To: Requestor						
1. Returned, approved/disapproved.						
						_____ Commander/ISO By direction
Submit this request to ISO at least 72 hours prior to the guest's arrival!!!						

CFAY 5532/24 (Rev. 5-14)

UPON COMPLETION
FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

Enclosure (4)

LIST OF SOCIAL VISIT GUESTS

Guests will be escorted from Main gate Womble gate Ikego Negishi

No.	Last Name	First Name	Nationality	Date of Birth
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

CFAY 5532/24 (Rev. 5-14)

UPON COMPLETION
FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

28 May 14

LOST REPORT/紛失届け

			Date/日付:
From: (Applicant)	Name/氏名 (Last/姓) (First & Middle/名)	Status/身分 <input type="checkbox"/> MLC/IHA/HPT <input type="checkbox"/> PSC/CONTRACTOR <input type="checkbox"/> VISITOR <input type="checkbox"/> SOFA	
To:	Security Office, Fleet Activities, Yokosuka		
Subj:	LOST REPORT		
Ref: (a) COMFLEACTYOKOSUKAINST 5530.6 series			
1. According to reference (a), I make the following free and voluntary statement to the Security Office about the loss of the item below. 米海軍横須賀基地指令書 5530.6 series に従い、私は任意に下記の紛失物について、この紛失届けを作成するものである。			
Please check "✓" the item you lost. 右の紛失物のうち該当するものにチェック"✓"を付けて下さい。		<input type="checkbox"/> SOFA ID <input type="checkbox"/> Gate Pass/ゲートパス <input type="checkbox"/> Vehicle Pass/車輛パス <input type="checkbox"/> Vehicle Sticker/車輛ステッカー <input type="checkbox"/> Other/その他 ()	
Identifier Number of the item 紛失物を特定することのできる番号		Vehicle Plate No. is required, if the lost item is related to your vehicle./車輛に関する紛失物の場合は車輛番号を記入して下さい。	
Applicant's Information/申請者の情報			
Command or Company/部隊名又は会社名		Code/コード	
Home Address/現住所		E-mail Address/E メールアドレス	
Telephone Number/電話番号 (Work/職場)		Telephone Number/電話番号 (Home/自宅)	
Circumstance/紛失時の状況			
Time and date you noticed it missing. 紛失に気付いた日時	Date/日付	Time/時間	
Time and date last seen. 紛失物を紛失前に最後に確認された日時	Date/日付	Time/時間	
The place where the lost item was kept. 紛失物を最後に保管していた場所	<input type="checkbox"/> Bag/鞆 <input type="checkbox"/> Wallet/財布 <input type="checkbox"/> Pocket/ポケット <input type="checkbox"/> Vehicle/車輛 <input type="checkbox"/> Other/その他 ()		
The reason of loss. 紛失理由			
Name of Japanese Police Station you reported to, if required. 紛失届けを出した日本の警察署名	Name of Japanese Police Station/警察署名		
Time and date you reported to Japanese Police Station, if required. 紛失届けを日本の警察署に届けた日時	Date/日付	Time/時間	
2. The above statement consisting of one page was made by me. 1 ページから成る上記の陳述は私自身により作成されたものである。			
Signature of Applicant/申請者署名			
Date:			
From:	Security Office, Fleet Activities, Yokosuka		
To:			
1. It is hereby certified that the above lost report made by the person indicated above was received at this office. 上記人物により作成された上記紛失届けを受領したことを証明する。			
Last Name	First Name	Security Official's Signature	

CFAY 5532/54 (Rev. 5-14) This form is valid for 72 Hours from time of issuance (SOFA ID Only).

UPON COMPLETION

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

Enclosure (5)