

NAF ATSUGI BASE/HOUSE GUEST REQUEST

From: \_\_\_\_\_  
 SPONSOR'S NAME (Last, First, MI)      RATE/RANK      HOUSE NO.      Date  
 \_\_\_\_\_  
 HOME PHONE      WORK PHONE

To: Security Officer, U.S. Naval Air Facility Atsugi  
 Via: (1) \_\_\_\_\_ (Sponsor Command)  
 Via: (2) Housing Director, U.S. Naval Air Facility Atsugi  
 Subj: REQUEST FOR ON BASE HOUSE GUEST  
 Ref: (a) NAFATSUSIINST 5512.9F

**\*\*\* REQUIRED INFORMATION:**

ALL GUEST LISTED BELOW MUST BE ARRIVING AND DEPARTING THE SAME DATES. MEDICAL INSURANCE DOCUMENTATION IS REQUIRED. DOCUMENTATION SHOWING COVERAGE FOR A MINIMUM OF \$100,000 FOR INTERNATIONAL OR THE COUNTRY OF JAPAN 24 HOURS PRIOR TO ARRIVAL AND AFTER DEPARTURE.

COVERAGE AMOUNT \_\_\_\_\_  
 COVERAGE EXPIRES \_\_\_\_\_

Name (Last/First MI)	Relationship/Sex	Passport #	Country
_____/_____	_____/____	_____	_____
_____/_____	_____/____	_____	_____
_____/_____	_____/____	_____	_____

Dates of visit are from: \_\_\_\_\_ to: \_\_\_\_\_ No. of Days \_\_\_\_\_

From: \_\_\_\_\_ (Sponsor Command)  
 To: Security Officer, U.S. Naval Air Facility Atsugi  
 Via: Housing Director, U.S. Naval Air Facility Atsugi

1. Forwarded, recommended/not recommended. \_\_\_\_\_  
 CO/OIC/DH Signature      Date

From: Housing Director, U.S. Naval Air Facility Atsugi  
 To: Security Officer, U.S. Naval Air Facility Atsugi

1. Forwarded, recommended/not recommended. \_\_\_\_\_  
 Housing Director Signature      Date

From: Security Officer, U.S. Naval Air Facility Atsugi  
 To: Pass Officer, U.S. Naval Air Facility Atsugi

1. Approved/Disapproved. \_\_\_\_\_  
 Security Officer's Signature      Date

Issued Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

## HOUSE GUEST PASS RULES AND REGULATIONS

PER REFERENCES

1. Social visitation only.
2. Approval required for all guests exceeding 72 hours period.
3. Social visits limited to 60 days in 365 day period beginning with the first pass issued.
4. The maximum number of guests will be determined by same requirement as the Fire Department. (1 person per 200 square feet of floor space)
5. Guest passes will not be issued to obtain dependency or Command Sponsorship.
6. Waivers to the above will be granted by COMNAVFORJAPAN only.
7. House sitters must be SOFA Status and be 18 years or older.
8. A live-in housekeeper/Nanny, or childcare giver is not authorized house guest.
9. Falsification of information or any violation to the above policy could result in administrative and/or disciplinary action, to include loss of housing privileges.
10. Upon the Housing Office approval sponsors must bring the guest to the Pass & ID Office with the Passport.
11. Medical insurance documentation is required. Documentation showing coverage for a minimum of \$100,000 and for international travelers to the country of Japan within 24 hours of arrival.
12. Guest with ESCORT ONLY privileges will be escorted by the sponsor at all times. Approved guest pass and proper identification will be carried at all times.
13. Guests WILL NOT operate a service member, NAF Atsugi Employee, or any "Y" or "A" plated vehicles at any time. Request for approval may be made to NAF Atsugi's Commanding Officer.

I have read and understand all the above rules and regulations.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date