



## DEPARTMENT OF THE NAVY

COMMANDER FLEET ACTIVITIES  
SASEBO, JAPAN  
PSC 476 BOX 1  
FPO AP 96322-0001

COMFLEACTSASEBOINST 5500.1H

N3AT

28 Mar 2022

### COMFLEACT SASEBO INSTRUCTION 5500.1H

From: Commander, Fleet Activities Sasebo

Subj: COMMANDER, FLEET ACTIVITIES SASEBO ACCESS CONTROL

Ref: (a) DoD Instruction C-2000.23  
(b) CNIC-M 5530.2  
(b) COMNAVFORJAPANINST 5500.7  
(c) USFJINST 91-101  
(e) USFJINST 31-203  
(f) USFJINST 31-501  
(g) USFJINST 31-204  
(h) USFJINST 31-206  
(i) USFJINST 90-205  
(j) COMFLEACTSASEBOINST 3300.1B  
(k) COMFLEACTSASEBOINST 5500.3  
(l) COMFLEACTSASEBOINST 5800.1

Encl: (1) Table of Contents and Chapters  
(2) Entry Control Point Categories  
(3) Example of Derogatory Back Ground Check Waiver  
(4) USFJINST 31-204 Designated Third Country National List  
(5) List of Identity Proofing Documents  
(6) Request for House Guest Visitation  
(7) SECNAV Form 5512/1 Department of the Navy Local Population ID Card/Base Access Pass Registration  
(8) USFJ Form 196aEJ Part A and 196bEJ Part B Personal History Statement  
(9) Guest Authorization Chart  
(10) Penalties for Violating Guest Regulations  
(11) Access Request Form  
(12) DBIDS Card/Paper Pass  
(13) Personnel Authorized to Sign Base Access Application  
(14) Visitor Access Request Form for Third Country National  
(15) Authorized Identification Examples  
(16) Essential Personnel Form

1. Purpose. The objective of installation access control is to physically control personnel and vehicular entry to installations, facilities and resources. Access to Commander, Fleet Activities

(COMFLEACT) Sasebo including housing areas and tenant commands will be either unescorted or escorted.

a. Entry Control Standards

(1) Standard One. Operational and administrative command responsibilities. COMFLEACT Sasebo will issue installation access control directives, orders and notices. The security department will operationally execute and enforce the aforementioned directives, orders and notices.

(2) Standard Two. Standardize and integrate the process of identifying, authorizing, credentialing, authenticating and granting access.

(a) Upon implementation of systems capable of scanning all credentials; all credentials will be scanned prior to allowing access to the installation with the exception of deviations approved by the Installation Commanding Officer (ICO), Chief Staff Officer and the Installation Security Officer (ISO). All Defense Biometric Identification System (DBIDS) credentials, when implemented, will be scanned at all times.

(b) Conduct a physical and visual inspection of access credentials when electronic systems are not installed or inoperative.

(c) Utilize Automated Vehicle Gate – Low (AVG-L) technology. When installed, operate AVG-L to the maximum extent possible during non-peak vehicle traffic hours (60 vehicles per hour or less). Approval for use of un-manned Entry Control Points (ECP) that allow vehicular access must be submitted to the Under Secretary of Defense for Intelligence for consideration. ECPs with at least one on-site attendant servicing multiple lanes are not considered un-manned.

(d) Un-manned Pedestrian ECP. At Electronic physical access control system (ePACS)-enabled installations with Identity Matching Engine for Security and Analysis (IMESA) functionality, Department of Defense (DoD) un-manned ECPs for pedestrian use only may be implemented. Unmanned ECPs are subject to the following requirements:

1. Only a Common Access Card (CAC), Uniformed Services Identification (ID) card and non-CAC Local or Regional DoD credential that has already been enrolled at the installation may be accepted at un-manned ECPs.

2. Two-factor authentication is required at all times. The second factor may be either personal ID number or biometric per DoD Component policy.

3. The un-manned ECP must:



a. Be covered by surveillance cameras that are recorded and monitored, either manually or by automated (e.g. motion detection) means, at all times. Recordings will be kept consistent with applicable records schedules and no less than 30 days.

b. Prevent vehicular access.

c. Include a mechanism to prevent the entry of more than one person in a single attempt.

d. Include tamper alarms, monitored at all times, with a response force capable of reaching the un-manned ECP within 15 minutes of alarm.

(3) Standard Three. Identify key and essential personnel. The Emergency Management Office will coordinate with installation and tenant emergency management points of contact. The Emergency Management Office will identify key and essential personnel for different levels of Force Protection Conditions (FPCON) and the different types of emergencies.

(4) Standard Four. Implement guidance for new ECP construction and ensure Antiterrorism (AT) construction standards for positive access control are incorporated.

(5) Standard Five. Establish access control capabilities based on installation criticality. Commander, Navy Region Japan and the ICO may direct additional security measures based on installation criticality, FPCONs, area specific threat related intelligence and higher headquarters direction. Additional security requirements will be consistent with regional plans and Commander, Navy Installation Command (CNIC) guidance. Required Operational Capability (ROC) levels are the foundation for plans and procedures pertaining to access control. Access control requirements are progressive in nature and built on specific ROC designations and FPCON levels, and should be utilized as per ECP Categories (enclosure (2)).

(6) Standard Six. The Visitor Control Center (VCC) will have the capability to issue temporary credentials and passes to those individuals who are authorized to access installations and facilities but who do not meet the requirements to be issued a CAC, United States (U.S.) Government issued and authenticated Federal Personal Identity Verification credentials, DoD Civil Service Retiree Card (when authorized by ICO), Uniformed Services Identification (Teslin material) cards or Veteran's Health Identification Card (VHIC).

(a) Naval Security Force (NSF) will have the ability to issue visitor passes at the Main Gate and Back Gate Pedestrian ECP's when the VCC is not open. All identity proofing, vetting and fitness determination requirements as outlined in this instruction must be met prior to issuing a pass and allowing installation access per references (a) and (b).

(b) The ISO will post in plain view information concerning Search Authority per reference (b), Internal Security Act of 1950 and Implied Consent policy (consent to a chemical

test of blood, breath or urine for the purpose of determining the alcohol/drug content of his/her blood).

(7) Standard Seven. Contracting Officers and Single Source Coordinators (SSC) will include the guidelines contained in this instruction as a part of solicitations, contracts and agreements. Existing solicitations, contracts and agreements should not be modified until renewed.

(a) CNIC has adopted DBIDS as a standardized process for granting unescorted access privileges to vendors, contractors, suppliers and service providers. DBIDS is specifically for those vendors and contractors not otherwise entitled to the issuance of a CAC.

(b) Vendors, contractors, suppliers and service providers who seek routine, unescorted access to CNIC installations and can provide appropriate justification may obtain reusable credentials under DBIDS.

(c) DBIDS credentials are issued free of charge. Visiting vendors may continue to obtain daily passes by submitting identification credentials for verification and undergoing a criminal screening/background check. Alternatively, a vendor may choose to obtain long-term DBIDS credentials at each installation's respective VCC by enrollment, registration, background vetting, and screening, issuance of credentials and electronic validation of credentials. Further information regarding DBIDS can be found at: <https://www.cnic.navy.mil/om/dbids.html>.

(8) Standard Eight. Emergency access control policy and procedures will be determined based on the location of a specific incident. Location of emergency access points and procedures will be communicated from the Security Watch Commander to the dispatch center and to all affected responding entities. Policies and procedures will address the requirement for viable means to allow rapid authentication and access to responding emergency personnel in times of crisis.

(a) A sponsor or sponsoring organization may e-mail an access request for an individual, contractor, commercial delivery or vendor from a military account or other government email account or may appear in person at the VCC with an authorized access credential.

2. Cancellation. COMFLEACTSASEBOINST 5500.3 and 5500.1G.

3. Scope. This instruction applies to all personnel seeking access to COMFLEACT Sasebo and tenant commands, to include its satellites and outlying facilities. Nothing in this instruction will be construed as relieving Commanding Officers (CO) and Officers-In-Charge (OIC) of their responsibility for the security of their assigned spaces onboard COMFLEACT Sasebo.



4. Authority. The ICO has the right to exercise access control authority provided by U.S. laws and Status of Force Agreement (SOFA) applicable to the overseas area, from bilateral and multilateral agreements between the U.S. and Japan and per reference (a). The ICO will protect the civil liberties, privacy and Personally Identifiable Information (PII) for access control purposes. The PII collected and utilized in the execution of this instruction must be safeguarded to prevent any unauthorized use, disclosure and/or loss.

5. Definitions

a. Acceptable credential. A credential that, depending on the type of installation, must be accepted as proof of identity, historic fitness or purpose.

b. Appeal. A process for an individual with accurately identified derogatory information that prevents individuals from establishing either historic or current fitness to seek an exception due to their specific circumstances, allowing them to be granted unescorted access.

c. Automatic enrollment. A process by which certain individuals may be enrolled in an installation ePACS and, if the installation has IMESA functionality, in IMESA, without undergoing the Visitor Control Process (VCP) or being processed at the VCC.

d. Credential. A form of ID that, on its own, associates a specific personnel with their specific identity, biographic and, in some cases, biometric information. For example, a driver's license. A document that contains identity information but cannot be associated with a specific personnel (for example, if it has no photograph or biometric information) is not a credential but may be a source identity document.

e. Current fitness. A determination that an individual has no pending criminal cases or actions against him or her and is not listed on any U.S. Government terrorist lists that would indicate that such individual may pose a risk to the safety, security and efficiency of the installation or its occupants.

f. Debarment. Debarment is defined as no longer allowing access to the installation.

g. Deviation. A divergence from a requirement or procedure that is not intended to be temporary or corrected.

h. Derogatory information. Information that reflects on the integrity or character of an individual that indicates that such an individual may pose a risk to the good order, discipline, morale or safety of a DoD installation or the resources or personnel on that installation. Examples include, but are not limited to, aspects of an individual's criminal history or current status as wanted or as a known or appropriately suspected terrorist.

i. DBIDS. DBIDS is a base access program approved by the DoD to support the command's requirement to provide force protection measures to counter threats to personal security.

j. DoD affiliation. The status of being officially attached or connected to DoD by means of employment (either as a DoD civilian or military), contract (as a DoD contractor or subcontractor), government support agreements or statutorily provided benefit (as a military retiree or dependent).

k. DoD ID Holder. U.S. Military Service members and DoD federal civilian employees who are hired and paid from appropriated and non-appropriated funds under permanent or temporary appointment. The CAC is the principal authorized credential for personnel in this access category. Status as a DoD ID cardholder supersedes all other access control categories.

l. DoD Retired ID Card. Issued to personnel who have retired from service from the DoD.

m. Dependent Child Escort. Children of military personnel who warrant base access under the prescribed age of independent access may have a parent or guardian who is not affiliated with the installation appointed as their escort for base access. The escort will complete the appropriate paperwork and designation letter generated by Personnel Support Detachment Sasebo and signed by the ICO.

n. Designated Third Country National (TCN). TCN personnel who request or need access to the installation will be authorized on a case by case basis. When referring to personnel in this category TCN is an appropriate term.

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

p. Distinguished Personnel or Non-Government Group. Personnel who are deemed distinguished by the ICO.

q. Domestic Help Employee. Maids, housekeepers or nannies hired by SOFA personnel.

r. ECP. Identified gap in an installation's perimeter security for pedestrian and/or vehicular access. Often called an entry control point or simply "gate" Includes commercial vehicle inspection points.

s. Electronically verification. The process of confirming, by cryptographic means or querying the original issuer, that a presented credential is authentic (not counterfeit) and still valid (not revoked, cancelled or otherwise reported lost, stolen, or compromised).

t. Enrollment. A process that allows individuals who anticipate a subsequent visit to the installation to persist their established fitness, but not purpose, facilitating future entry.



u. Enrollment reciprocity. The acceptance of an enrollment conducted at another DoD installation as proof of an individual's established fitness, but not purpose.

v. Enrollable credential. A type of credential that includes a machine-readable identifier that can be scanned, understood and processed by an ePACS.

w. ePACS. An information technology system that provides a "grant" or "deny" decision or recommendation based on a presented identification card, optional additional authentication factors such as a Personal Identification Number or biometric input, an identity database and one or more business rules that determines which individuals are authorized access.

x. Escort. A personnel who remains in the physical presence of the non-affiliated personnel; takes full responsibility for the actions and conduct of that person and maintains a responsibility to protect the installation while performing such duties. Only authorized, credentialed government representatives, contractors in possession of a CAC or local credentials with designation to escort/sponsor are authorized to escort.

y. Escorted access. A type of access where an individual must be appropriately accompanied at all times to ensure that the escorted individual does not cause unacceptable risk to the safety, security or efficiency of an installation or its occupants. Individuals unable to meet the requirements for unescorted access may be granted escorted access. If an individual is granted escorted access, the assigned escort must remain within visual contact of the escorted individual at all times.

z. Fitness. A determination based on historic and current information that an individual is likely not a risk to the safety, security and efficiency of an installation or its occupants.

aa. Fitness Determination. is the level of character and conduct determined necessary for the basis of access control decisions. Fitness determination is the end result of the vetting process. Individuals requesting access will be determined fit or unfit for access to the installation. Fitness is determined by conducting a review of a person's criminal history to include sex offender and terrorist databases. Active warrants for arrest identified during the vetting process will be referred to law enforcement (LE) personnel for disposition. Prior to issuing access credentials, the minimum fitness determination standard requires an inquiry of the National Crime Information Center (NCIC) "Persons Files" and Interstate Identification Index (III), NCIC National Sex Offender Registry (NSOR), Terrorist Screening Database, Department of Justice (DoJ) National Sex Offender Public Website and Consolidated Law Enforcement Operations Center (CLEOC) or successor system database review for debarments. Accordingly, the VCC, along with COMFLEACT Sasebo Japanese Crimes Liaison Office, utilizing the Personal History Statement (PHS) will coordinate with the Government of Japan (GoJ) to conduct fitness determination of all foreign personnel in their equivalent data sources.

ab. GoJ Officials. Major GoJ officials who require access to COMFLEACT Sasebo for official business and have made the appropriate arrangements and coordinated the visit via COMFLEACT Sasebo Security:

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

(2) Sasebo Labor Management Office (LMO)

(3) Ministry of Education, Culture, Sports, Science and Technology

(4) Japanese Police Service

(5) Sasebo City Hall

(6) Sasebo Prosecutor's Office

(7) Sasebo District Court

(8) Sasebo Customs Office

(9) Sasebo City and Saikai City Fire Department

(10) Sasebo Post Group

(11) Nuclear Regulation Authority

ac. Gold Star Survivors. Gold Star Survivors are the families of service members who died on Active Duty, regardless of the Service affiliation or cause of death. "Family" includes: spouse, parents (biological, adoptive, stepparents, foster), siblings (brother, sister, half-brother, half-sister, adoptive) and children (biological, adoptive, stepchildren).

ad. Guest. A personnel requesting short term access to the installation, generally a house guest and escorted. Only authorized, credentialed government representatives, contractors in possession of a CAC or credentials with designation to escort/sponsor are authorized to escort unless otherwise directed by the ICO.

ae. Historic fitness. A determination that an individual's criminal history reflects a level of character and personal conduct that does not pose a risk to the safety, security and efficiency of an installation or its occupants.

af. Identity proofing. The process of providing sufficient information (e.g., identity history, credentials and documents) when attempting to establish an identity.



ag. Immediate Family Members. Individuals defined as "family members" include spouses/same-sex domestic partners, unmarried widows/widowers, unmarried children (including adopted children or stepchildren) who are under 21 years old and un-emancipated or under 23 years old and enrolled in a full-time institution of higher learning. In addition, family members include the eligible dependents of DoD civilian employees, particularly those assigned overseas. This may also include the traditional meaning of Immediate Family Members being Spouse, Parent, Grandparent, Grand Children, Siblings and their children, Step Parents and Step Siblings.

ah. Installation. The grounds of, but not buildings on, a base, camp, post, station, yard, center, homeport facility for any ship or other activity under DoD jurisdiction, including any leased facility, that have a perimeter barrier (such as a fence line or wall), one or more access control points (sometimes called entry control points) and a method for processing visitors.

ai. Japan Self-Defense Forces (JSDF) personnel. GoJ Ministry of Defense (MoD) and JSDF personnel (Active, Reserve and civilian) who require access to COMFLEACT Sasebo includes:

(1) Japan Maritime Self-Defense Forces (JMSDF)

(2) Japan Ground Self-Defense Forces

(3) Japan Air Self-Defense Forces

aj. Local Contractor. Local National or foreign contractors and representatives authorized to conduct business for COMFLEACT Sasebo and tenant commands.

ak. Locally Hired Employees. Include Master Labor Contractors (MLC), Indirect Hire Agreement (IHA) and Hourly Pay Temporary employees who are employed by COMFLEACT Sasebo or local tenant commands.

al. Merchant Mariner. Contractors of the U.S. Fleet and civilian-owned merchant vessels operated by either the Government or the private sector, that engage in commerce or transportation of goods and services in and out of COMFLEACT Sasebo.

am. Off Base Taxi Driver. Host nation civilian drivers who are authorized to conduct taxi services with a designated driving service.

an. Personnel Transportation Company. An entity that provides transportation of individuals, rather than of material, as a for-hire service. Examples include but are not limited to taxi cabs, limousine services and bus companies.

ao. Purpose. An individual's reason for seeking access to an installation.

ap. Redress. A process for an individual to de-conflict his or her identity with that of another individual with whom they are frequently or easily mistaken (such as two individuals with similar names or similar identifiers, one with a criminal history and one without). Redress can be accomplished by providing additional biographic information to distinguish between the identities (such as a date of birth or social security number) or biometric information (such as fingerprints). Redress allows the proper identity to be evaluated for fitness.

aq. Source identity document. A document that establishes that specific identity exists, though it does not associate that identity with a specific personnel. For example, a birth certificate or social security card. These documents may be used in conjunction with others to associate a specific person with a specific identity.

ar. Special event. Planned time-bound activities (either one-time or recurring) that by their nature have a number of non-installation assigned individuals attending and are often characterized by a desire for mass public participation by individuals not otherwise eligible for recurring access to the installation. Examples include, but are not limited to, graduations, sporting events such as military academy football games, conferences and public exhibitions.

as. Sponsor. A personnel who assumes responsibility for some other personnel. Only authorized, credentialed government representatives, contractors in possession of a CAC or credentials with designation to escort/sponsor are authorized to escort.

at. Sponsorship. Sponsorship is the foundation of access control and can be satisfied by an individual or a U.S. government tenant or in some instances, a contract or civilian organization associated with the installation.

au. Temporary waiver. A suspension, for a short, well-defined time period, of a requirement or procedure with the intention of reinstating it at the end of that time period.

av. Third State Country Nationals. Personnel who are not citizens or nationals of the U.S. of America or Japan and are not a designated TCN list enclosure (4).

aw. Transportation Network Company. An entity outside of the DoD that provides a commercial transportation service to a rider, including a company that uses a digital network to connect riders to drivers for the purpose of providing transportation.

ax. Trusted Traveler Program. The trusted traveler program allows authorized individuals who have been granted unescorted access to simultaneously vouch for co-travelers (in the same vehicle or on foot) and enable those co-travelers to obtain trusted traveler access. Trusted traveler access, requires individuals to have an acceptable purpose for their presence on the installation and be capable of establishing their identity and being determined fit for access upon demand by installation security personnel.



ay. Unescorted access. A type of access where an individual is able to travel unaccompanied on an installation. Unescorted access requires individuals to establish their identity, be determined fit for access and establish an acceptable purpose for presence on the installation. Unescorted access may also be granted per applicable laws and Navy policies.

az. U.S. Government Employees (non-DoD). U.S. Government Employees with proper ID will be allowed access to the installation with their issued federal government credentials. Federal LE special agents will be granted access upon presentation of appropriate credentials. Additionally, the Office of Personnel Management contract Background Investigators carrying a valid Personal Identity Verification (PIV) are authorized access.

ba. United Nations Command (UNC) Personnel. These personnel must have a Counter Investigation (CI) review completed by United States Forces Japan (USFJ) before they are issued the United Nations Command-Rear (UNC-R) ID card Form 4. UNC-R will coordinate the review with USFJ J2X/CI as early as possible, preferably prior to the arrival of the officer and dependents. Any derogatory report will be provided to the Commander, UNC-R and Commander, USFJ for adjudication. UNC-R Headquarters (HQ) located at Yokota Air Base will issue the UNC-R ID card when the review is complete. This ID card allows access to designated UNC-R bases in Japan. The designated UNC-R bases in Japan are Yokota Air Base, Kadena Air Base, COMFLEACT Yokosuka, COMFLEACT Sasebo, COMFLEACT Okinawa White Beach, Marine Corps Air Station Futenma and Camp Zama.

bb. Vetting. Is an evaluation of an applicant or a card holder's character and conduct for approval or denial of the issuance of an access control credential for physical access.

bc. Visitor. Personnel requesting access to the installation, without DoD credentials, either escorted or sponsored for official or unofficial functions. Only authorized, credentialed government representatives, contractors in possession of a CAC or credentials with designation to escort/sponsor are authorized to escort.

bd. Volunteers. Personnel working onboard COMFLEACT Sasebo, such as, but not limited to Red Cross, Navy Sea Cadets, Navy League organizations, not having DoD personnel or family member access, but providing volunteer time as a part of a recognized and approved program may be issued a visitor pass. Personnel must be identity proofed and vetted.

6. Searches. NSF personnel will conduct random searches of personnel, baggage and vehicles for identification and contraband purposes. All personnel entering, onboard and exiting COMFLEACT Sasebo are subject to search at any time.

7. Responsibility. It is the responsibility of all departments, tenant commands and personnel onboard or attached to COMFLEACT Sasebo to abide by the policies as set forth in this instruction.

8. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.
9. Review and Effective Date. Per OPNAVINST 5215.17 (Series), N3 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016



D. J. ADAMS

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via G2 Web site, <https://g2.cnmc.navy.mil/tscnrj/CFASASEBOJA/N00/CA/CFA%20Sasebo%20Instructions/Forms/INSTView.aspx>.



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## CHAPTER 1

Responsibilities

1. Responsibility. It is the responsibility of all departments, tenant commands and personnel onboard or attached to COMFLEACT Sasebo to abide by the policies as set forth in this instruction.

a. Installation Commanding Officer (ICO)

(1) The ICO has the authority over and responsibility for, the safety and security of the installation. While discretion is vested in the authority of the ICO, compliance with all legal requirements must be adhered to, and deviation from guidance must be subject to careful consideration.

(2) Ensure the access control program meets applicable physical security standards for installation perimeters.

(3) Work with local tenant commands as well as host nation authorities to identity proof and vet applicants to the greatest extent practical and within legal authority.

(4) Coordinate organic and internal access control systems and components with their installation tenants prior to obligating funds for project execution.

(5) Ensure all persons requesting unescorted access demonstrate a valid purpose for entry, are identity proofed and a fitness determination is completed.

(6) Execute defense and protection of COMFLEACT Sasebo.

(7) Implement programs for the protection of personnel, property, resources and missions under their control.

(8) Elevates risk decisions to higher echelons when appropriate. If risk is unacceptable submit a waiver or exception request.

(9) Develop specific procedures for access credential issuance, to include rules associated with sponsorship/need determination, identity proofing, identity vetting/fitness determination and credential issuance or denial.

(10) Determine local credential requirements for personnel under the age of 18 who require non-recurring access and are not in possession of an authorized identification credential or identity source document.

(11) Implement procedures for off-base first responder's physical access requirements during emergencies.



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(12) Delegate, in writing, the authority to perform identity proofing, vetting and determination of fitness and access authorizations and privileges.

(13) Establish commander's intent and define risk tolerance in relation to installation perimeter access control.

(14) Issue debarment letters to deny an individual access to the installation due to involvement in the commission of a criminal offense, when access is inconsistent with the interests of national security, when personal conduct reflects negatively on the image of the United States, or when access adversely affects the health, safety or morale of personnel on the installation.

(15) Determine the number of personnel Trusted Travelers are authorized to escort in addition to sponsorship and escort rules for DoD family members under the age of 18.

(16) Designate an installation Single Source Coordinator (SSC).

(17) Provide monthly DBIDS aggregate transactions and aggregate credential issuance report to region.

(18) Ensure tenant commands and unit commanders understand and follow installation access control guidance and procedures.

(19) Coordinate with tenant commands and unit commanders to identify their key mission essential personnel and associated resources essential to comply with this manual and coordinate and integrate associated unit processes into the installation Antiterrorism plan.

b. Installation Security Officer (ISO)

(1) Acts as the principle advisor to the ICO for Anti-Terrorism, Law Enforcement, and Physical Security including access control.

(2) Conduct access control assessments and planning.

(3) Develop and publishes access control policies and procedures.

(a) Supervise and control access of all persons and vehicles onboard COMFLEACT Sasebo and designated restricted areas.

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

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

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

(4) Establish a Visitor Control Center (VCC) for registration and issuance of access credentials/passess. Ensures personnel are trained, proficient, certified and designated in writing in their assigned responsibilities to produce and issue:

(a) Visitor/vehicle passes.

(b) DBIDS created passes/credentials.

(c) Access Control Lists or other measures associated with access control accountability and authorized entry.

(5) Establish procedures for ensuring the VCC retrieves credentials from individuals who no longer require access.

(6) Establish provisions to ensure only users who have been trained to operate DBIDS have access to the equipment.

(7) Establish procedures to protect DBIDS equipment against theft or damage.

(8) Ensure debarment information obtained from the COMFLEACT Staff Judge Advocate (SJA) is current and uploaded into the CLEOC database or its successor system and appropriate DBIDS database. The Access Control Manager via the SSC will use CLEOC and the Debarment list provided by the SJA to ensure debarred personnel are not issued credentials.

(9) Establish procedures to issue visitor passes during VCC non-operating hours; ensuring individuals meet all requirements.

(10) Establish reporting procedures for lost/stolen ID cards or access credentials.

c. Tenant CO/OIC

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

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

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

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



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(5) Report persons suspected of unlawful entry or suspicious persons to COMFLEACT Sasebo Emergency Dispatch Center (DSN: 911/Commercial: 0956-50-0911) immediately.

(6) Maintain a list of all mission essential personnel who are authorized access to COMFLEACT Sasebo and restricted areas under FPCON Charlie, FPCON Delta, during the closure of restricted areas due to Tropical Cyclone Conditions of Readiness and natural disasters such as earthquake and tsunami evacuation.

(7) Submit enclosure (11) to the VCC prior to submitting pass application forms. In case local contractor's representative is delegated to sign the forms on behalf of the sponsor, the designation letter prepared by the sponsor must be attached to enclosure (11).

(8) Designate in writing a sponsor coordinator for their respective organization strictly for coordination of access control request. The tenant sponsor coordinator will:

(a) Serve as the point of contact concerning access control request through tenant commands, host nation or coalition forces.

(b) Coordinate the application process for contracted employees.

(c) Immediately report a lost or stolen access credential to the Security Department.

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

(e) Request for renewal of DBIDS cards and passes to the VCC prior to the expiration date of the each base access pass.

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

(g) Take responsibility for returning DBIDS passes and cards for all personnel associated.

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

(i) Request for access approval for contractors to the POCs of designated restricted areas at least 10 working days prior.

d. Staff Judge Advocate (SJA)

(1) Generate debarment letter for individuals who are denied access and provide copies of the debarment letters to the ISO.

(2) Generate rescinding letter to individual as necessary.

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(3) Will keep above documents on file.

e. Public Affairs Officer (PAO)

(1) Review and submit access list of Category I/II/III visitors, media reporters and base tours to the COMFLEACT Sasebo Security Administrative office five working days prior to the expected visitation date or as determined by this instruction.

(2) Ensure guests, either unescorted or escorted, such as media reporters, in the performance of official duties, directly relating to the PAO or sponsored by the PAO are properly escorted and/or sponsored.

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

(4) All media requests is the responsibility of PAO. The PAO will process all media requests through the ICO.

f. Base Housing Office, Navy Lodge Manager, Navy Gateway Inns and Suites (NGIS) Manager.

(1) Review the request form enclosure (6) for house guests pass and ensure the information provided on the form for the sponsor is accurate.

(2) Notify the residents of on base housing of any road closure, parking closure, ECP maintenance/closures when notified by the ISO or Public Works Officer.

g. Fleet Logistics Center Yokosuka Detachment Sasebo Fuel Terminal Director. Review and submit any access request to the Security Administrative Office within required time period outlined for level of access requested (visitor, contractor, etc.).

h. Navy Munitions Command (NMC), East Asia Division, Sasebo Detachment Sasebo Officer. Review and submit any access request to the Security Administrative Office within required time period outlined for level of access requested (visitor, contractor, etc.).

i. VCC/Vehicle Registration Office (VRO):

(1) Be designated in writing by the ICO to conduct vetting of personnel requesting access onboard COMFLEACT Sasebo.

(2) Responsible for preparing visitor passes, verifying visitor qualifications for access and issuing identification cards and vehicle registration documents as directed. This also includes the waiver and appeal process.

(3) Ensures individuals requiring access are properly identity proofed, vetted and favorable fitness determination prior to issuance of a pass, as appropriate.



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(4) Ensures DBIDS is coded to prevent issuance of new credentials to personnel who have failed to return previously issued access credentials.

(5) Enter information for those personnel who have been denied base access as a result of an unsatisfactory fitness determination into the CLEOC or subsequent systems employed by the Department of the Navy (DoN) to replace CLEOC.

(6) Serve as the administrative command and control for installation access and pass issue.

(7) Ensure the DoN Local Population ID card/Base Access Pass Registration Form (SECNAV 5512/1) enclosure (7) are utilized to initiate background checks on all visitors and/or contractors/vendors. Accordingly, PHS (USFJ form 196bEJ), enclosure (8), will be utilized to properly vet all Japanese and foreign personnel. Every background check for the purpose of access control requires completion of the SECNAV 5512/1 form for accountability purposes.

(a) The SECNAV 5512/1 form authorizes the DoN to obtain PII for vetting purposes prior to authorizing unescorted installation access.

(b) Keep the original copy or an electronic copy of all completed SECNAV 5512/1 forms and USFJ form 196bEJs for a minimum of three years or until the DoJ conducts their periodic audit whichever is greater.

(c) SECNAV 5512/1 or USFJ form 196bEJ may not be used for multiple background checks. Each time a check is conducted, ensure a new SECNAV 5512/1 form and/or USFJ form 196bEJ is completed.

(d) The VCC will ensure the collecting, safeguarding, maintaining, using and accessing of personally identifiable information is conducted per reference (a).

(8) Establish procedures to revoke credentials of individuals who no longer require installation access.

(9) Establish provisions to ensure only users who have been trained to operate the DBIDS system have access to the equipment.

(10) Establish procedures to protect DBIDS equipment against theft or damage.

(11) Manage current and future access control requirements based on operational vulnerabilities.

(12) Ensure debarment information obtained from the installation SJA is current and uploaded into the appropriate authoritative CLEOC or its successor system and DBIDS database with the assistance of NSF Operations Division.

(13) Establish procedures to issue visitor passes during VCC non-operating hours.

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(14) Establish reporting procedures for lost/stolen ID cards or access credentials.

(15) Ensure individuals requiring access are properly proofed and vetted prior to issuance of a pass, as appropriate.

j. Single Source Coordinator (SSC)

(1) Oversees registration and clearance for vendors, contractors and drivers providing transportation services (e.g., taxicab).

(2) Prepares the approval authority for business entities operating transportation services for the ISO.

(3) Verifies transportation service vehicle operators have completed appropriate vetting and met fitness standards for access.

(4) Collects expired passes within one working day of notification and conducts quarterly reviews with transportation service companies to verify drivers' continued employment with the company.

(5) Coordinate issues between COMFLEACT Sasebo Security and contractors.

(6) Conduct quarterly reviews with transportation service companies to verify drivers continued employment with the company.

(7) Be designated in writing by the ICO to conduct vetting of personnel requesting access onboard COMFLEACT Sasebo.

k. Personnel Requesting Access

(1) Carry their approved credential on their person while in duty status or when on the installation.

(2) Present their approved access credential to NSF personnel upon request. Refusal to present the approved credential may result in immediate surrender of the credential or other administrative punitive action to include debarment from the installation.

(3) Inform the sponsoring organization of any change to the official relationship that served as the basis for access.

(4) Turn in access credentials to the issuance office or sponsoring organization when the credential expires or when the basis for obtaining the credential no longer exists.

(5) Register their privately-owned vehicle with the VRO.



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(6) All military, DoD civilian employees, Navy contractors, their family members, secondary family members, local hired employee and local contractors working onboard or assigned to afloat units at COMFLEACT Sasebo and visiting COMFLEACT Sasebo:

(a) SOFA personnel and MLCs that have a valid DoD ID card will not be required to register in DBIDS. They will be automatically registered when their ID card is scanned at the ECP.

(b) Personnel who have an IHA ID or DBIDS credential will have to come to Security (building 320) to re-register in DBIDS. DBIDS credentials issued by other installations will not be considered an authorized credential on COMFLEACT Sasebo.

(c) Personnel requiring continual access onto COMFLEACT Sasebo whom do not already have a proper credential refer to Chapter 4 of this instruction.

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## CHAPTER 2

Access

1. Types of Access. There are three types to COMFLEACT Sasebo; escorted, trusted traveler and unescorted. Each type of access has a specific set of requirements which must be implemented consistently, uniformly and predictably to facilitate entry by authorized personnel. The objective of perimeter access control is to physically control personnel and vehicular entry to COMFLEACT Sasebo. Requirements for gaining access must be implemented consistently, uniformly and predictably to facilitate authorized entry. Random Antiterrorism Measures may be applied in addition to the access control process.

a. Requirements for controlling access include, but are not limited to:

- (1) Escort qualifications, responsibilities and authorizations.
- (2) Sponsorship qualifications, responsibilities and authorizations.
- (3) Access privileges at each FPCON or Health Protection Condition (HPCON).
- (4) Mission-essential personnel designation.
- (5) Emergency response designation, if applicable.
- (6) Day and time designation for access.
- (7) Locations authorized for access.

b. Unescorted Access. Unescorted access requires individuals to establish their identity, be determined fit for access and establish an acceptable purpose for presence on the installation. Unescorted access may also be granted per applicable laws and Navy policies.

(1) Exceptions to these requirements include:

- (a) Special events, circumstances and activities.
- (b) Events which require open, unimpeded access to the public.

(c) Personnel in possession of an acceptable credential will be authorized to escort a minor (under the age of 18) who does not possess an acceptable form of identification which authorizes access to the installation.

(2) Identity is established either by presenting one "acceptable credential" or by presenting an acceptable combination of "source identity documents." Acceptable credentials and source identity documents must:

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- (a) Be original and current (unexpired).
  - (b) Not contain the markings “Not Valid for Federal Purposes,” “Not For Use as Federal Identification,” “Federal Limits May Apply,” or any other similar phrase.
  - (c) In the case of a driver’s license or non-driver’s identification card issued by a state, territory, possession or the District of Columbia, be compliant with the REAL ID Act of 2005.
  - (d) Individuals holding more than one acceptable credential must use the credential most accurately depicting the capacity in which the individual is acting for the specific visit to COMFLEACT Sasebo.
  - (e) More than one acceptable credential to establish identity as a standard access control process will not normally be required. Intermittent requirements to present additional credentials as a random antiterrorism measure are considered part of COMFLEACT Sasebo’s AT program, not access control.
- (3) Establishing Fitness for Unescorted Access. Fitness for access has two elements: Historic Fitness and Current Fitness. After fitness determination results are returned on an individual, VCC staff will enter the date the background check was conducted and results in the DBIDS registration workstation under the remarks section.
- (a) Historic fitness is established, at a specific point in time, only by means of a review of the individual’s prior criminal history through a check of Openfox and NSOR, the Interstate Identification Index, relevant government databases and service criminal justice information systems, along with the Japan National Police Agency (NPA) Background Check. The NPA check is valid up to one years. Upon completion of the NPA criminal history checks, any derogatory information will be provided to the VCC for consideration as to whether or not the individual’s access authorizations should be amended or revoked, and may result in immediate suspension of unescorted access privileges pending reconsideration by ICO.
1. Permanently Disqualifying Fitness Determination Standards. Listed below are specific conditions or offenses considered prejudicial to the good order, discipline and morale of the installation that may not be waived by the ICO:
- a. Identified in the Foreign Fugitive File.
  - b. Identified in the Immigration Violator File.
  - c. Known or Appropriately Suspected Terrorist (KST) File.
  - d. Felony convictions for Rape, Child Molestation, Trafficking in Humans, Espionage, Sabotage, Treason or Terrorism.



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e. To the maximum extent permitted by law, unless waived by competent authority, sex offenders are to be identified and prohibited from accessing Navy facilities.

2. Other than the disqualifiers listed above, any felony conviction within the past ten years is grounds for denying installation access. The ICO may waive this requirement with the exception of those registered in the NSOR Database. Felony convictions more than ten years old, except for those identified above, do not require a waiver, with the exception of those registered in the NSOR Database, but may be flagged/found unfavorable based on an individual's entire criminal history:

a. Personnel released from prison or on probation within five years after a felony conviction may apply for a waiver.

b. Arrests for a disqualifying event without disposition (conviction, dismissal, not guilty or acquittal) more than ten years old are not grounds for denying access.

c. A waiver from the ICO is required for persons identified in the Violent Person Crime File. The Violent Persons File lists individuals with a violent criminal history and persons who have previously threatened LE.

(b) Current fitness is established, on a recurring and continuing basis, only through a review (either on-the-spot at the VCC or nightly through IMESA) of an individual's current derogatory information through a check of authoritative government sources (real-time or most recent file from such source). A determination that an individual has no pending criminal cases or actions against him or her and is not listed on any U.S. Government terrorism lists that would indicate that such individual may pose a risk to the safety, security and efficiency of the installation or its occupants. The review includes:

1. Terrorist lists, such as the NCIC Known and Appropriately Suspected Terrorist File and the Terrorism Screening Database.

2. Felony wants and warrants, such as those listed in the NCIC Wanted Persons File.

3. Debarment order lists, such as relevant Service criminal justice information systems.

4. Other relevant government databases that may be available such as:

5. Other NCIC (Openfox) files (including NSOR);

6. Criminal justice or immigration databases; or

7. Other appropriate biometric or biographic government databases.

8. The PHS (USFJ form 196bEJ) of enclosure (8) will be utilized to properly vet all Japanese and foreign personnel. Accordingly, the PHS must be submitted no later than 60 days prior to request for access to COMFLEACT Sasebo.

c. Trusted Traveler Access. The trusted traveler program allows authorized individuals who have been granted unescorted access to simultaneously vouch for co-travelers (in the same vehicle or on foot) and enable those co-travelers to obtain trusted traveler access. Trusted traveler access requires individuals to have an acceptable purpose for their presence on COMFLEACT Sasebo and be capable of establishing their identity and being determined fit for access upon demand. This program does not apply to designated third country nationals.

(1) Authorized sponsors are able to escort guest on the installation, with the exception of restricted areas, consummate to their sponsoring privilege. Trusted Traveler will not be authorized at the following locations:

- (a) Akasaki Fuel Facility.
- (b) Iorizaki Fuel Facility.
- (c) Yokose Fuel Facility.
- (d) Maebata Munitions Facility.
- (e) Harioshima Munitions Facility.
- (f) Any piers, wharves or dry dock facility.

(2) Guests must be under the immediate control of the sponsor. Guests must have an authorized identification per this instruction.

(3) Guests brought onboard COMFLEACT Sasebo will not be afforded the privilege of overnight stays and must be off the installation no later than 2359 on the same day.

(4) Sponsors found to be in violation of this program will be subject to sponsorship violations contained within this instruction.

(5) Guests who are identified as a designated TCN per reference (g) and enclosure (4) must undergo stringent background investigations and meet the requirements within Chapter 10.

(6) Trusted Traveler will be suspended during increased FPCON, HPCON, or as directed by the ICO.

(a) For the period of time that a suspension would cause a bona fide traffic safety risk, as determined by the ICO, on a road not owned or managed by DoD.



(7) When the trusted traveler program is suspended co-travelers may be processed through the VCC as a guest.

(8) The trusted traveler program may be established by the ICO without IMESA and ePACS capability. The authorized individual must have sufficient knowledge of the co-travelers to legitimately vouch for their identity, fitness and purpose. Sponsors will be personally accountable for the conduct of those co-travelers. The authorized sponsor must accompany the co-traveler until he or she departs COMFLEACT Sasebo.

(a) Co-travelers, except uniformed U.S. military personnel entering the installation in formation, will be required to establish their identity by presenting an acceptable credential.

d. Escorted Access. Individuals unable to meet the requirements for trusted traveler or unescorted access may be granted escorted access.

(1) Escorts must be provided by the organization or individual responsible for sponsoring or otherwise associated with the individual's visit and must remain within reasonable visual contact of the individual(s) they are escorting.

(2) Escorts must report any conduct by the escorted individual that causes a risk to the safety, security or efficiency of COMFLEACT Sasebo or its occupants. Failure to comply with escort duties will result in the temporary or permanent loss of escort privileges.

(3) Escorts functioning in their personal capacity or neglectfully functioning in their official capacity will be personally accountable for the conduct of the individual(s) they are escorting.

(4) Escorts must be U.S. citizens, have a DoD affiliation and themselves be granted unescorted access per this instruction.

2. Access Procedure. Access to COMFLEACT Sasebo is based upon careful screening criteria. Anyone seeking access to COMFLEACT Sasebo or a tenant command must present valid identification. In the event the member was issued a pass by the VCC, the individual(s) must show valid credentials for access. Requirements for personnel or groups in the following categories who conduct official business onboard COMFLEACT Sasebo, with the exception to designated restricted areas are listed below and throughout this instruction.

a. All military (Active, Reserve and retired), DoD civilian employees, Navy contractors, their family members, secondary family members, local hired employee and local contractors working onboard COMFLEACT Sasebo or permanently assigned to an afloat or forward deployed Naval Ships visiting COMFLEACT Sasebo. Military/civilian personnel and local hired employees:

(1) Register with DBIDS within 10 working days of reporting to update contact information.

(2) Members will have their CAC, retired ID card, dependent identification card or DBIDS card scanned by base security at access gates for comparison to the DBIDS database.

(3) Report lost CAC, retired ID card, dependent identification card or DBIDS card to the Security Department immediately. Personnel who report their ID cards as being lost or stolen are required to have a command sponsor in order to access the installation. A Lost Report Form on its own will not grant access, a secondary valid Identification must be provided.

(4) Lost/Stolen Identification Card. If the card is lost or believed to be stolen, the cardholder will immediately report to the Security Department at DSN: 252-3446 or Commercial: 0956-50-3446. A Lost Report Form (CFAS SOP 107-21) will be processed at Security Department front desk and the individual will be issued a one day pass. The employing command will be responsible for completing the appropriate paperwork for reissue of a new ID card.

b. VCC DBIDS registration requirements:

(1) Valid Military Service ID card.

(a) SOFA personnel and MLCs that have a valid DoD ID card will not normally be required to register in DBIDS. They will be automatically registered when their ID card is scanned at the ECP.

1. For personnel required to enter COMFLEACT Sasebo for Mission Essential support, FPCON CHARLIE/DELTA and HPCON CHARLIE/DELTA. Commands must submit an Essential Personnel List enclosure (16) to the ISO verifying Mission Essential employees prior to the member registering with DBIDS for access beyond baseline level. Failing to identify access requirements to support mission requirements may prevent access onto COMFLEACT Sasebo.

2. For shipboard personnel required to enter COMFLEACT Sasebo for Mission Essential support, FPCON CHARLIE/DELTA and HPCON CHARLIE/DELTA. Their ship will submit an Alpha list to the ISO and update it annually.

(b) Personnel who have an IHA ID or DBIDS credential will have to come to Security (building 320) to re-register in DBIDS. DBIDS credentials issued by other installations will not be considered an authorized credential on COMFLEACT Sasebo unless directed by the ISO.

(c) Personnel requiring continual access onto COMFLEACT Sasebo whom do not already have a proper credential refer to Chapter 4 of this instruction.

(2) Current copy of official orders. In the event of a local transfer (from one command/organization to another) for either military, civilian or contractor; the individual is required to register in DBIDS within 10 working days.



(3) Additional requirements will be addressed in this instruction for the following:

- (a) House Guest (Chapter 8)
- (b) Third Country Nationals (Chapter 9)
- (c) MLC (Chapter 11)
- (d) Contractors (Chapter 12)
- (e) Taxi Drivers (Chapter 13)

c. Access during FPCON:

(1) FPCON/HPCON ALPHA and BRAVO:

(a) All categories of personnel will have access to Main Base, contingent upon successfully meeting the requirements, as established for their respective category, in this instruction.

(b) Access to housing bases will be limited to CAC holders, Military Services ID holders and personnel with DBIDS cards authorizing access to those areas or personnel approved via access for special events.

(c) Access to restricted areas will be limited to personnel as outlined in Chapter 18.

(d) The Trusted Traveler program is authorized as outlined in Chapter 2.

(e) Sponsoring of house guest as outlined in Chapter 8.

(f) Sponsoring of guest or personnel as outlined in Chapter 10.

(g) Taxi service as outlined in Chapter 13.

(h) Japanese Government and Military Personnel outlined in Chapter 6.

(i) Vehicle access will be permitted per Chapter 5.

(2) FPCON/HPCON CHARLIE. In the event Mission Essential personnel procedures are implemented, only personnel designated on Essential Personnel List (enclosure 16) for shore based personnel and Ships Alpha list for ship based personnel will be granted access. Once these lists are given by their respective command/organization they will be authorized to enter. No other access, unless specifically authorized by the ICO due to mission function, will be authorized.

(a) The Trusted Traveler program will not be authorized.

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(b) Sponsoring of house guest will not be authorized.

(c) Sponsoring of guest or personnel will not be authorized, unless deemed mission essential and in compliance with this instruction.

(d) The taxi service will be discontinued.

(e) Access to Main Base and restricted areas will be authorized to personnel on Mission Essential Personnel List.

(f) Access to housing bases will be limited to CAC holders, Military Services ID holders and personnel with DBIDS cards/passes authorizing access to those areas.

(g) Japanese Government and Military Personnel as outlined in Chapter 6.

(h) Vehicle access on Main Base and restricted areas will be strictly limited and subject to the Centralized Parking Plan for COMFLEACT Sasebo.

(3) FPCON/HPCON DELTA. Mission Essential personnel procedures will be implemented, only personnel designated in writing by their respective command/organization will be authorized to enter Main Base and restricted areas. No other access, unless specifically authorized by the ICO due to mission function, will be authorized.

### 3. Categories of Personnel

#### a. SOFA status personnel

(1) Active duty members of the U.S. Armed Forces.

(2) DoD civilian employees

(3) Invited contractors and technical representatives (SOFA status must be verified).

(4) Authorized family members of sponsors who fall into the three categories above. Authorized family members include:

(a) DoD employee's spouse;

(b) Children who are unmarried and under age 21 years;

(c) Or who, regardless of age, are physically or mentally incapable of self-support; dependent parents, including step and legally adoptive parents of the employee's spouse; and dependent brothers and sisters, including step and legally adoptive brothers and sisters of the employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.



b. Non-DoD status Personnel Supporting the Mission

(1) Employees. All personnel who are employed, but not entitled to one of the DoD ID Cards. Personnel in this category may be issued a DBIDS ID Card associated with their employment/services. These specific procedures apply to:

(a) Direct Hire Japan MLC employees.

(b) The Exchange and Defense Commissary Agency (DeCA) employees.

(c) Non-Appropriated Fund NAF Employees.

(d) USFJ Japan Employee Union officials. Only those accredited National Level Union Leaders who are authorized to conduct union related duties and responsibilities during their official USFJ paid duty time may receive USFJ-wide access. Days and hours of access and escort privileges up to three personnel will be as justified in the pass application. FPCON will be based on their mission-related official duties and responsibilities. Other union officials are not authorized escort privileges or installation access areas based on union activities. Pass expiration date will not exceed the elected term of office for the union official.

(2) GoJ Military, UNC Military, Department of State (DoS) and Other Personnel Requesting Access.

(a) Command Sponsored. Military members of the GoJ Armed Forces who are assigned or attached to UNC, HQ or a USFJ command, to include their command-sponsored immediate family members (spouses and children age 18 and below)

(b) Non-Command Sponsored. Members of the GoJ Armed Forces who are not assigned or attached to UNC or a USFJ command, but who are required to frequently access specific U.S. installations to perform official business.

(c) Civilians employed by the GoJ Armed Forces and directly assigned or attached to UNC civilians may be authorized access to multiple installations based on their military duties, responsibilities and contingency duty locations, as justified in the pass application. Other civilians employed by the GoJ Armed Forces for local administrative support may be granted access only to their current duty location.

(3) Department of State Personnel (U.S. Embassy-Japan). Personnel assigned to or on duty with the U.S. DoS, U.S. Embassy-Japan or in an U.S. Diplomatic or consular post and their immediate command sponsored family members who require access to COMFLEACT Sasebo. This also includes Japan National and other non-U.S. employees of these organizations who access COMFLEACT Sasebo in the course of their official duties. The U.S. Embassy will control the issue/return of DBIDS ID card passes for U.S. employees and their command sponsored family members, based upon official assignment or travel orders, if Embassy is not using issued credentials. Passes for other personnel, to include local national and personal

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service employees and short-term visitors, will be processed through the COMFLEACT Sasebo VCC.

(4) Contractors/Technical Representatives (Based in the United States). U.S. citizens contracted to work for DoD, but who do not meet the requirements of an invited contractor or SOFA status.

(5) Contractors/Technical Representatives (Living In Host Country). Japan nationals or third country nationals who reside in Japan and are contracted to work for the DoD for a specified time period.

(6) Vendors. Individuals or organizations authorized to sell merchandise or provide services.

(7) Allied Nation Military. Includes UNC, UNC Sending States and other third country military assigned for duty with the USFJ staff. Non-U.S. military personnel assigned to UNC and their respective command sponsored dependents are granted installation access authorizations equivalent to those of DoD and SOFA status personnel. This category also includes UNC Sending States and their spouses and immediate family members that accompany them, and civilian employees who may require access to COMFLEACT Sasebo in the performance of official duties. Access authorizations for ambassadors, deputy chiefs of mission, their spouses and immediate family members who accompany them and civilian employees will be based on their official duties in support of the allied nation militaries and may include authorizations up to the equivalent of those of DoD and SOFA status personnel.

(8) GoJ LE. Officers assigned to NPA Police stations or key members of the Japan National Police Agency, Japan Customs Service or the Japan Immigration Service who require frequent access to COMFLEACT Sasebo in the performance of their official duties.

(9) GoJ Government Officials. GoJ government officials at local, regional or national levels who require frequent access in support of official business with U.S. Military representatives on COMFLEACT Sasebo. These officials must be currently serving in a government position and may only be granted access to COMFLEACT Sasebo to conduct official business.

(10) GoJ Fire and Medical Services. GoJ fire/emergency services and medical services personnel who require frequent access to COMFLEACT Sasebo to provide services in support of a Memorandum of Agreement or Memorandum of Understanding.

(11) Volunteers. Qualifying service includes scheduled and recurring volunteer service in support of an established appropriated or non-appropriated fund community service activity (e.g., Red Cross, chapel musician, hospital patient escort/aid, intern, etc.). The sponsor, requestor and approval authority must consider the nature and frequency of the individual's volunteer service to the military community when deciding whether unescorted access should be granted under the Volunteer category. The test for volunteer service is whether or not it is being performed on a frequently recurring basis (e.g. weekly) as part of a scheduled service activity.



Access approval and vetting procedures for volunteers are equivalent to those of local non-DoD contractors.

c. Other Non-SOFA Status Personnel

(1) Sponsored Guests. Non-DoD personnel granted access to COMFLEACT Sasebo in support of various command programs whose physical presence serves to advance the GoJ-U.S. alliance. Specific subcategories of Sponsored Guests are defined below.

(a) Senior Level Advisors. Key personnel designated by the Commander, USFJ who require regular access in order to advise USFJ leaders or provide strategic support for the U.S. military community. Includes GoJ national government other government officials (not TCN) at the vice minister/deputy ambassador (and above) level.

(b) Other GoJ and third country government officials (Includes local, regional and national level government officials) who support the local U.S. military community through cultural exchanges or other events.

(c) Department of Defense Education Activity (DoDEA) non-SOFA, non-DoD, Students and their Adult Emergency Contacts. Sponsored guest approval authorities may grant a maximum of two additional unescorted access passes per family of non-SOFA space available DoDEA students to adults who are identified as emergency contact POCs. Unescorted access passes for DoDEA emergency POCs will only be approved for the installation on which the DoDEA school is located.

(2) Spouses. Except as noted previously, spouses of authorized Sponsored Guest pass holders, GoJ LE, GoJ military general officers or other GoJ government officials may be issued a red background DBIDS ID card to permit escorted access, subject to approval by the designated approval authority. To obtain a pass for their spouse, an applicant must submit proof through their sponsor and requester to the appropriate approval authority that the individual is in fact their spouse. If granted, spouse passes are not valid for unescorted access to COMFLEACT Sasebo. The applicant's name and ID number will be recorded in the remarks section of the pass and once approved, the spouse must remain with the authorized escort at all times while the spouse is on COMFLEACT Sasebo.

(3) Personal Service Employees. This category includes Japan citizens or resident aliens whose immigration status authorizes them to be employed as personal service employees (nannies, maids, gardeners, drivers, etc.) who are hired by SOFA status personnel, by COMFLEACT Sasebo units/organizations or by GoJ military personnel who reside in family housing on COMFLEACT Sasebo. DoD SOFA status and DOS U.S. Citizen Employee sponsors may personally sponsor and request access for a maximum of two personal service employees per household. Personal service employees are not authorized escort privileges. These personnel will be required to be escorted only, unless in possession of an identification with authorizes unescorted access.

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(4) Short-Term Visitors. Personnel visiting assigned military members or DoD civilian employees may receive a pass valid for up to 90 days. The visitor in this category may or may not live in Japan and access is granted for the purpose of unofficial visits to DoD personnel residing in Japan. Short-term visitor passes may also be granted to personnel visiting DoS personnel who reside on COMFLEACT Sasebo. To discourage abuse of short term visitor passes in lieu of a permanent pass request, frequent and repeated request of short term visitor pass for same visitor should be closely monitored with no more than one renewal in a one year period. DoD or DoS sponsors of unofficial visitors may personally sponsor and request short term visitor passes.

(5) Non-SOFA DoD ID card holders. This category includes DoD local contractors, DoD local national employees, DoD Military and Civilian Retired (Not Dual Status), Survivor of Deceased DoD ID card Member, geographically separated family members of non-SOFA status DoD ID card holders and other DoD personnel who do not have SOFA Status.

(6) Temporary Duty (TDY) local employees. Employees with a valid personal DBIDS ID card pass and TDY orders may access an installation at the designated TDY location outside the normal access area, days and hours as indicated on their pass, as long as the access is consistent with the designated TDY mission. TDY orders must identify the specific dates and locations of travel. Blanket TDY orders will not be valid for installation access.

(7) Non-DoD family member. This category includes the following:

(a) Adult children, parents and parents-in-laws of SOFA-status DoD personnel who are not recognized as a DoD authorized dependent, but who are residing in Japan with a SOFA status sponsor. The DBIDS ID card may be sponsored and requested by the SOFA status sponsor. Sponsor must submit relationship verification document such as birth certificate or marriage certificate.

(b) Non-DoD family members of deceased service members who are accessing DoD resources as part of the Survivor Outreach Services (SOS) Program. The DBIDS ID card may be sponsored by the installation SOS program coordinator.

(c) Spouse of a retired DoD civilian employee who resides in Japan. The DBIDS ID card may be sponsored and requested by the retired DoD civilian employee, who will include a copy of their DoD retired identification card as well as a copy of the marriage license with the application.

(d) Non-dependent family member of Japan military personnel who reside in family housing within the geographical confines of COMFLEACT Sasebo.

d. Third Country Nation (TCN).

(1) Requirement. Personnel must complete a PHS and SECNAV 5512/1 with non-decretory findings in order to be considered properly vetted. The requestor must certify that he/she has affirmative evidence of legal residence in Japan, or possess a valid passport and either



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a work or tourist Japanese visa authorizing the holder to engage in business or commercial activity in Japan or a valid alien-registration card may be considered as sufficient for establishing legal residence status. In questionable cases, the requestor should be required to certify his/her legal resident status at the office of the Japanese Bureau of Immigration. Escort are required until the process in completed within chapter nine.

e. Transportation Worker Identification Card (TWIC). TWIC was established by Congress through the Maritime Transportation Security Act (MTSA) and is administered by the Transportation Security Administration (TSA) and U.S. Coast Guard. TWICs are tamper-resistant biometric credentials issued to all credentialed merchant mariners and workers who require unescorted access to secure areas of ports, vessels and other facilities.

(1) Per reference (a), personnel in possession of a valid TWIC are considered identity proofed for the purpose of access. However, these individuals are not allowed access without being vetted, fitness determination and sponsorship or a valid bill of lading.

(2) TWIC holders must meet the following conditions prior to being allowed unescorted access:

(a) Possess a valid credential, which is electronically verifiable and registered in DBIDS through the COMFLEACT Sasebo VCC.

(b) Demonstrate a valid purpose for entry; examples may include Government Bill of Lading (GBL) or Commercial Bill of Lading (CBL), etc.

(c) Have vetting conducted per this instruction.

(d) Have a Determination of Fitness with favorable results conducted per this instruction.

(e) TWIC identification will not be accepted at an ECP without ePACS or during ePACS failure.

f. Sasebo City Post Office. Post Office personnel and their official vehicles requested by Fleet Logistic Center (FLC) Sasebo Post Office are allowed to enter COMFLEACT Sasebo for mail delivery purposes only.

(1) Requirement. An access list of all personnel and vehicles to include license plate information must be submitted annually to the Single Source Coordinator (SSC) and updated as required. All Post Office trucks must proceed through the Commercial Vehicle Inspection Station (CVIS) and enter the installation via the back gate and proceed directly to the post office.

(2) Escort. Not required.

g. Foreign military personnel or Government Officials. The visit will be coordinated with the appropriate command's PAO and or Protocol Office per references (a) and (b).

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(1) Requirement. The sponsors must submit an access request form enclosure (11) to the SSC at least five working days prior to the access date. If the individual is a designated TCN the access request will be processed per reference (g).

(2) Escort. Required unless otherwise directed by the ICO.

h. Media. Public Affairs Officer is responsible for all media requests. All requests for access by media outlets will only be authorized by the ICO.

(1) Requirement. All request made by media outlets to the installation or any tenant commands for access must be submitted five working days prior to the date of request to the PAO. All requests will be reviewed and approved by ICO. Any immediate media requests will be directed toward the PAO.

(2) Escort. Media outlets will be escorted and supervised at all times. The sponsoring command's PAO or designated personnel will make appropriate arrangements for all escort requirements.

i. Official Visitors. Any personnel who visits COMFLEACT Sasebo for official business such as, office call, base tour, official event and job interview etc. The sponsoring command or department must submit enclosure (11) to the SSC no later than five working days prior to the access date if unescorted access is requested.

4. Sponsorship Privileges. This section contains the authorized amount of guests an authorized person can sponsor onboard the installation. This does not pertain to personnel identified as designated TCN.

a. Sponsors in the following categories are authorized to escort guests. All one day personal guests are allowed to be escorted from 0700 to 2359. All overnight guest, sponsorship of contractors, sponsorship for work purposes and personnel identified as designated TCN must adhere to the respective portions of this instruction and will not automatically be authorized access onboard the installation.

(1) Military personnel (Active, Reserve, and Retired)

(a) Personnel in pay grades E4 and above including their adult family members age 18 and above, may escort up to 10 guests onto main base and housing areas per household.

(b) Personnel that are E3 and below, including their family members 18 years of a age and above, may escort up to five guests onto main base and housing areas per household.

(2) Civilian personnel (SOFA and non-SOFA) who have a valid CAC including their adult family members age 18 and above, may escort up to 10 guests onto main base and housing areas per household.



(3) JSDF personnel with authorized identification may escort up to 10 guests onboard main base only.

(4) Military and Civilian Family Members 14 years of age and older with valid dependent ID may escort up to two guests ages 17 and below.

(5) Military and Civilian family Members 12 to 14 years of age with a valid student ID may escort two guests ages 17 and below on board housing only.

b. The sponsor in categories (1) to (4) may escort guests to the following facilities. It is the sponsor's responsibility to verify visitor access with each facility:

(1) Harbor View Club

(2) Bayside Food Court

(3) Galaxies/Chili's

(4) Showboat Theater

(5) Fleet Fitness Complex

(6) Government Family Quarters

(7) Unaccompanied Housing, must be 18 years or older

(8) NGIS

(9) Parks and Picnic areas

(10) Other areas as added or designated by the ICO for special events

c. The Sponsor will be required to be with their escort when entering the gate. The Sponsor cannot escort if in a separate vehicle. The Sponsor will be with their guests at all times.

5. Searches. NSF personnel will conduct random searches of personnel, baggage and vehicles for Illegal Substances (IS) and contraband purposes. All personnel entering, onboard and exiting COMFLEACT Sasebo are subject to search at any time.

6. Commander Fleet Activities Sasebo Guests (ICO Guest). At any time the ICO can grant access to any person for any length of time. It is the duty of the VCC to comply of the ICO's request and document his request. The VCC will make every attempt to follow normal access procedures but will meet the ICOs time line and requirement.

a. Upon request ICO Guests will conduct proper vetting process before being granted access based on the ICOs desires. An 'ICO Guest' list will be created and will track all cards issues of

this type and will be maintained until the pass is returned. SECNAV 5512/1, PHS, and DBIDS applications will be filed by the VCC and forwarded in its normal manner based on the citizenship and background of guests. Once vetting is complete the VCC issue the DBIDs Pass and then file as normal.

b. Every courtesy will be given to the ICO Guest. If there is any issues and cannot be resolved immediately the ISO must be notified.

c. ICO Guest program will replace Sasebo Guest Card (SGC).



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## CHAPTER 3

Identification

1. Proper ID. All personnel entering COMFLEACT Sasebo must provide a valid identification card to the sentry. The document expiration date must be valid. If the IDs are found tampered, mutilated, protective laminate removed from its original condition or if the ID has been otherwise altered, it will not be accepted. Any ID card listed below will be accepted as valid identification.

a. United States Government (USG) or DoD ID cards. Contact the VCC for questions regarding use of additional documents.

(1) CAC. Military, civilian personnel and eligible contractors. The CAC simultaneously establishes identity, historic fitness and purpose.

(2) DD Form 1172. Issued to personnel who are in the process of applying for a new credential. Access may be restricted from entering facilities of greater restriction. For the purpose of this instruction, this form only establishes identity; purpose will automatically be established at Main Base, Dragon Vale Housing, Hario Village Housing and Nimitz Park. Visitor passes will be required for personnel in possession of this unless they are escorted.

(3) DD Form 1173. Issued to dependent family members of active duty and retired military of the U.S. in dependent status. All DoD Affiliated dependent children who are 14 years of age or older must have a valid credential. Children under 14 years of age will be required to have an ID card if the parent is not stationed in Sasebo and is not married to the mother/father of the their dependent child. Establishes identity, historic fitness; however, does not automatically establish purpose. Access may be restricted from entering facilities of greater restriction. For the purpose of this instruction, purpose will automatically be established at Main Base, Dragon Vale Housing, Hario Village Housing and Nimitz Park.

(4) DBIDS card. Any personnel stated in the categories of chapter five of this instruction. These credentials simultaneously establish identity, historic fitness and purpose.

(5) Federal Government Credentials. USG employees (non-DoD), Naval Criminal Investigative Service (NCIS), Federal Bureau of Investigation, etc.

b. Other Government picture ID cards: Any ID card issued by officials in the following categories are authorized to establish identity. However, this is not valid for sole source access abilities:

(1) Japan/Foreign Passport. Either official passport or tourist passport. These credentials establish only identity.



(2) Japanese Driver's License. Japanese Driver's license with or without permanent address indication (except foreign country nationals) and only if the nationality is listed and Japanese identification number is listed.

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

(4) GoJ My Number Card. Pictured form is only acceptable.

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

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

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

(8) U.S. Green Card. This form of identification is authorized as a form of identification to establish identity; however, it will not be used as a sole source for access. All personnel utilizing a U.S. Green Card must be sponsored onto the installation.

(9) Merchant Mariner Card. U.S. Merchant Mariner or Coastal and Marine Research (CONMAR) personnel. ECP sentries will verify the CONMAR is on the Vessel Shore Party Access List before granting installation access.

(10) Transportation Worker Identification Credential (TWIC). This form of identification is authorized as a form of identification. However, it will not be used as a sole source for access. All personnel utilizing a TWIC must be sponsored via bill of lading, shore party list or escorted onto the installation. Establishes identity and purpose; however, does not automatically identify fitness. All TWIC holders will be required to fulfill fitness requirements initially prior to enrollment into DBIDS.

(11) Veteran Health Identification Card (VHIC). Establishes identity and purpose; however, does not automatically identify fitness. All VHIC holders will be required to fulfill fitness requirements initially prior to enrollment into DBIDS. For the purpose of this instruction, purpose will automatically be established at Main Base.

(12) REAL ID-compliant driver's license or non-driver's identification card issued by a state, territory, possession or the District of Columbia. These credentials establish only identity.

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(13) Enhanced driver's license issued by a state, territory, possession or the District of Columbia. These credentials establish only identity.

(14) Foreign passport bearing an unexpired immigrant or non-immigrant visa or entry stamp. These credentials establish only identity.

(15) DoS or U.S. Embassy/Consulate PIV Card. U.S. Embassy/Consulate personnel. The PIV simultaneously establishes identity and historic fitness; however, do not establish purpose. All PIV cards must be registered with DBIDS prior to authorization for access onboard COMFLEACT Sasebo.

c. Other valid picture ID cards or document. Any other IDs as approved by the ICO or the ISO.

2. Display of ID Cards or Passes. While within the confines of COMFLEACT Sasebo, all persons will have in their possession a pass if issued with proper identification or their military identification card which will be immediately available and produced for identification purposes when requested by proper authority. Passes will be presented when entering and departing the base when required. Failure to present identification when directed will result in being denied access to the installation. Furthermore personnel will be detained and/or apprehended barring the situation and only upon the ISOs direction will the individual be released to their Chain of Command or sponsor.

3. Minors. All other minors attempting to gain access onto the installation without authorized credentials will be determined by the ISO on a case by case bases. Sponsors of minor dependents who have a need for an identification card can send a written request to the ISO. Minors below the age of 12 are not authorized to escort anyone unless otherwise directed by ICO or ISO.

4. Source Identity Documents. All source identity documents must be visually inspected for known security features, as applicable and for signs of alteration or counterfeiting. Electronic verification is not required for source identity documents, but may be performed if it is available. Unless otherwise specified in this section, source identity documents establish only identity.

a. Combinations accepted at all installations.

(1) The TWIC is the credential used to establish identity for the purpose of access control.

(2) Veterans who meet the access requirements and have been issued the VHIC.

(a) The VHIC may be used to establish identity and purpose.

(b) A SECNAV Form 5512/1 will be completed and a background check executed to ensure fitness requirements are met.



(c) When all three requirements have been met, the VHIC will be registered in the DBIDS enrollment workstation.

(d) The VHIC also establishes purpose for individuals accompanying the cardholder. Accompanying personnel of VHIC holders and Caregivers may be issued a day pass after registering in DBIDS. Identity and fitness must be determined before the pass is issued.

(3) Veterans who meet the access requirements but are not currently authorized to obtain a VHIC will use their REAL ID compliant driver's license for access. These veterans will be issued a temporary letter from the Veterans Affairs (VA) indicating ineligibility for a VHIC, but eligibility for access to commissary, exchange and Morale, Welfare and Recreation (MWR) facilities. Once these veterans become eligible for the VHIC, they will be required to register the VHIC for access and will not be authorized to use the VA-issued letter.

(a) The veteran's REAL ID compliant driver's license can be used to establish identity.

(b) The VA issued temporary letter will be used to establish purpose.

(c) A SECNAV Form 5512/1 will be completed and a background check executed to ensure fitness requirements are met.

(d) When all three requirements have been met, the veteran's REAL ID compliant driver's license will be registered in the DBIDS enrollment workstation.

(4) A veteran's official caregiver will register their REAL ID compliant driver's license.

(a) The caregiver's REAL ID compliant driver's license can be used to establish identity.

(b) The caregiver must present an official caregiver letter issued by the VA to establish purpose.

(c) A SECNAV Form 5512/1 will be completed and a background check executed to ensure fitness requirements are met.

(d) When all four requirements have been met, the REAL ID compliant driver's license will be registered in the DBIDS enrollment workstation.

(5) Original or certified true copy of a birth certificate bearing a raised seal, social security card and driver's license issued by a state, territory, possession, or the District of Columbia that is not REAL ID-compliant. All three documents must bear the same name or a former name as documented on acceptable name change documentation such as a court order, marriage certificate, or divorce decree. The birth certificate and social security card can be used to establish identity for the purpose of access control.

5. Verification of Credentials. All credentials will be verified per Tables 2 and 3 based on the credential being used, the type of installation and whether verification is taking place during the VCP or during the access control process.

a. PIV and PIV-I Credentials. Public key infrastructure verifications of Federal PIV credentials and Non-Federal PIV-I credentials may be performed directly or via the Interoperability Layer Service (IoLS). PIV and PIV-I may be enrolled after the following requirements are met:

(1) A SECNAV Form 5512/1 is completed and a background check executed to ensure fitness requirements.

(2) When all requirements have been met, the PIV and PIV-I are registered in the DBIDS enrollment station.

b. TWIC credentials. Public key infrastructure verifications of TWIC credentials may be performed directly or via the Interoperability Layer Service (IoLS). TWIC may be enrolled after the following requirements are met:

(1) A SECNAV Form 5512/1 is completed and a background check executed to ensure fitness requirements are met.

(2) When requirements have been met, the TWIC is registered in the DBIDS enrollment station.

(3) A TWIC and appropriate document (bill of lading) or other sufficient document requiring delivery or pick-up establishes purpose.



## CHAPTER 4

### Defense Biometric Identification System

1. DBIDS is a base access program approved by the DoD to support the command's requirement to provide force protection measures to counter threats to personnel security.

a. All military, DoD civilian employees, Navy contractors, their family members, secondary family members, local hired employee, local contractors working onboard or assigned to afloat units at COMFLEACT Sasebo and long term forward deployed Naval Ships visiting COMFLEACT Sasebo are required to register in DBIDS within 10 working days of reporting. Upon completion of DBIDS registration, registered personnel requiring access to COMFLEACT Sasebo will have their CAC, retired ID card, dependent identification card or DBIDS card scanned by base security at the ECP for comparison to the DBIDS database. SOFA personnel and MLCs that have a valid DoD ID card will not normally be required to register in DBIDS. They will be automatically registered when their ID card is scanned at the ECP.

(1) For personnel required to enter COMFLEACT Sasebo during Mission Essential support, FPCON CHARLIE/DELTA and HPCON CHARLIE/DELTA must register in DBIDS with the VCC within 10 working days.

(2) Commands must submit an Essential Personnel List enclosure (16) to the ISO verifying Mission Essential employees prior to the member registering with DBIDS for access beyond baseline level. Failing to identify access requirements to support mission requirements may prevent access onto COMFLEACT Sasebo during emergencies and higher FPCON/HPCON.

b. VCC DBIDS registration requirements are as follows:

(1) Local hired employees who transfer to COMFLEACT Sasebo from a different USFJ installation in Japan must submit the following to the VCC for a renewal of immediately.

(a) DBIDS Registration Form.

(b) PHS written in Japanese or in English.

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

(d) Valid picture ID to be attached to PHS.

(e) SECNAV form 5512/1.

(2) Additional requirements will be addressed in this instruction for the following:

(a) House Guest (Chapter 8).

- (b) Designated TCNs (Chapter 9).
  - (c) MLC (Chapter 11).
  - (d) Contractors (Chapter 12).
  - (e) Taxi Drivers (Chapter 13).
- c. DBIDS cards will be returned and notification will be made to the VCC by the sponsoring organization when personnel are terminated from employment, completion of contract, company de-registration or when it is determined by ICO or other proper authority that access to the installation has been revoked or terminated. Any DBIDS credential which has not been used to access the installation within 365 days will be deactivated.
- d. Individual poses with a frontal, full-face (passport-type) photo. Individual's composure reflects similar to guidelines posted by the U.S. DoS for passport issuance. The following provides general guidance concerning photographs for DBIDS cards:
- (1) Pose and expression
    - (a) Have a neutral facial expression or a natural smile, with both eyes open.
    - (b) Face the camera directly with full face in view.
  - (2) Attire
    - (a) Sun Glasses may not be worn. If sun glasses cannot be removed for medical reasons, a signed doctor's note will be submitted with the application.
    - (b) Clothing normally worn on a daily basis.
    - (c) Unless worn for medical or religious reasons, hats and head coverings are not permitted. If a hat or head covering is worn for religious purposes, a signed statement that verifies that the hat or head covering is part of traditional religious attire worn continuously in public must be submitted. If a hat or head covering is worn for medical purposes, a signed doctor's statement verifying the hat or head covering is used daily for medical purposes is required.
    - (d) The full face must be visible, and hat or head covering cannot obscure the hairline or cast shadows on the face.
    - (e) Headphones or wireless hands-free devices are not permitted.
    - (f) Jewelry and facial piercings are permitted as long as they do not hide or conceal the face.



2. Eligibility. Personnel who qualify for a DBIDS pass or card have underwent the appropriate identity proofing, vetting and fitness determination background investigations.

a. DBIDS cards will only be issued to personnel who have met the minimum requirements per this instruction.

b. DBIDS cards will not be issued for a time period longer than one year or length of contract/visit; whichever is shorter in length.

c. Required access timeframes of less than 30 days will be issued a DBIDS paper pass. For timeframes of access exceeding 30 days, the issuance of a DBIDS card will be required.

d. The DBIDS card will not be utilized as a privilege card. Privileges related to Navy Exchange, DeCA, MWR, Veterans Services, etc., will not be added to the card nor will the DBIDS card be utilized to identify any qualifications such as motorcycle safety, emergency services, etc. Only information pertaining to installation access will be identified in the remarks portion of the card.

e. Unescorted Access. Unescorted access requires individuals to establish their identity, be determined fit for access, and establish an acceptable purpose for presence on the installation. Unescorted access may also be granted per applicable laws and Navy policies.

(1) Exceptions to these requirements include:

(a) Special events, circumstances and activities.

(b) Events which require open, unimpeded access to the public.

(c) A minor under the age of 12 who does not have an acceptable credential and is accompanied by another individual over the age of 12 with an acceptable credential.

(2) Identity is established either by presenting one "acceptable credential" or by presenting an acceptable combination of "source identity documents." Acceptable credentials and source identity documents must:

(a) Be original and current (unexpired).

(b) Not contain the markings "Not Valid for Federal Purposes," "Not For Use as Federal Identification," "Federal Limits May Apply," or any other similar phrase.

(c) In the case of a driver's license or non-driver's identification card issued by a state, territory, possession or the District of Columbia, be compliant with the REAL ID Act of 2005.

(d) Individuals holding more than one acceptable credential must use the credential most accurately depicting the capacity in which the individual is acting for the specific visit to COMFLEACT Sasebo.

(e) More than one acceptable credential to establish identity as a standard access control process will not normally be required. Intermittent requirements to present additional credentials as a random AT measure are considered part of COMFLEACT Sasebo's AT program, not access control.

(3) Establishing Fitness for Unescorted Access. Fitness for access has two elements: Historic Fitness and Current Fitness. After fitness determination results are returned on an individual, VCC staff will enter the date the background check was conducted and results in the DBIDS registration workstation under the remarks section.

(a) Historic fitness is established, at a specific point in time, only by means of a review of the individual's prior criminal history through a check of Openfox, the Interstate Identification Index, relevant government databases and service criminal justice information systems, along with the Japan National Police Agency Background Check. The requirement to establish historic fitness for unescorted access may be met by either:

1. Permanently Disqualifying Fitness Determination Standards. Listed below are specific conditions or offenses considered prejudicial to the good order, discipline and morale of the installation that may not be waived by the ICO:

- a. Identified in the Foreign Fugitive File.
- b. Identified in the Immigration Violator File.
- c. KST File.
- d. Felony convictions for rape, child molestation, trafficking in humans, espionage, sabotage, treason or terrorism.
- e. To the maximum extent permitted by law, unless waived by competent authority, sex offenders are to be identified and prohibited from accessing Navy facilities.

2. Other than the disqualifiers listed above, any felony conviction within the past ten years is grounds for denying installation access. The ICO may waive this requirement with the exception of those registered in the NSOR Database. Felony convictions more than 10 years old, except for those identified above, do not require a waiver, with the exception of those registered in the NSOR Database, but may be flagged/found unfavorable based on an individual's entire criminal history.

- a. Personnel released from prison or on probation within five years after a felony conviction may apply for a waiver.
- b. Arrests for a disqualifying event without disposition (conviction, dismissal, not guilty or acquittal) more than 10 years old are not grounds for denying access.



c. A waiver from the ICO is required for persons identified in the Violent Person Crime File. The Violent Persons File lists individuals with a violent criminal history and persons who have previously threatened LE.

(b) Current fitness is established, on a recurring and continuing basis, only through a review (either on-the-spot at the VCC or through IMESA) of an individual's current derogatory information through a check of authoritative government sources (real-time or most recent file from such source). A determination that an individual has no pending criminal cases or actions against him or her and is not listed on any U.S. Government terrorism lists that would indicate that such individual may pose a risk to the safety, security and efficiency of the installation or its occupants. The review includes:

1. Terrorism lists, such as the NCIC KST File and the Terrorist Screening information (TSI) Database.
2. Felony wants and warrants, such as those listed in the NCIC Wanted Persons. File.
3. Debarment order lists, such as relevant service criminal justice information. systems.
4. Other relevant government databases that may be available.
5. Other NCIC files (including NSOR);
6. Criminal justice information (CJI) or immigration databases.
7. Other appropriate biometric or biographic government databases.
8. The PHS (USFJ form 196bEJ) of enclosure (8) will be utilized to properly vet all Japanese and foreign personnel. Accordingly, the PHS must be submitted no later than 60 days prior to request for access to COMFLEACT Sasebo.

(4) Establishing Purpose for Unescorted Access. All individuals must have an acceptable purpose for presence on the installation.

(a) Purpose is established by:

1. The acceptable credential presented if listed as establishing purpose in Chapter 3.
2. Documentation including, but not limited to, bills of lading or event tickets. Documentation may be hardcopy or electronic.
3. Trusted DoD systems such as, but not limited to, the Carrier Appointment System.

4. Lists including, but not limited to, guest lists, transportation officer delivery/pickup lists or appointment lists.

5. Verbal discussion with the individual seeking access.

3. DBIDS Card Escort Required or Not Required. A DBIDS card may be issued for escort required or unescorted access.

a. For individuals requiring infrequent access will complete all required steps to determine fitness, identity and purpose. A DBIDS credential, either paper or plastic card will be issued for no greater than seven days. For any subsequent request for access, historical fitness will be determined utilizing the previous submission of the PHS and 5512/1 so as long as the required periodicity has not expired. If the DBIDS credential requires an extension, the contractor must resubmit their PHS and SECNAV form 5512/1 no later than 60 days prior to expiration to prevent terminated access from COMFLEACT Sasebo.

b. For individuals requiring routine access will complete all required steps to determine fitness, identity and purpose. A DBIDS credential will be issued for no greater than one year, the expiration of the source identity document or contract; whichever is less. Accordingly, after 90 days without access to the installation, the DBIDS credential will be deactivated.

c. The DBIDS card must be returned to the VCC upon termination of contract/employment. Failure to return the pass in a timely manner, may result in the suspension of future pass issuance.

d. Escort not required DBIDS pass

(1) Personnel whose PHS and SECNAV form 5512/1 has been submitted and properly vetted, except for TCNs identified in enclosure (4).

(2) U.S. Government contractors who do not have CAC, but working onboard COMFLEACT Sasebo.

(3) Anyone as directed by the ISO.

(4) DBIDS card holders must have escort authorization applied to DBIDS card to escort guest onboard COMFLEACT Sasebo.

(5) Authorized Agents. Authorized DoD identification card holders may appoint an agent or assistant to help them with their access on and off the installation; along with transiting on and off the installation to facilitate movement. Agents will be authorized by the ICO or the ISO and only for the use of assistance of personnel with disabilities or severe hardship. Personnel will be required to provide a letter from a physician documenting an inability to safely operate a motor vehicle. All requirements, as outlined in this instruction for identify proofing, vetting, determination of fitness and vehicle privileges will be strictly adhered to.



e. Escort required DBIDS pass

(1) Vetting and fitness determination has NOT been completed.

(2) Third state nationals, except TCNs who have Temporary Assigned Duty (TAD), TDY, Information Technology (IT) orders and CAC or U.S. Green Card will need a government contract document/sponsor letter, passport, entry visa, proper GoJ issued Residence Card or Alien Registration.

(3) Individuals unable to meet the requirements of unescorted access may be granted escorted access to the installation.

(4) Escorts must be provided by the organization or individual responsible for sponsoring or otherwise associated with the individual's visit and must remain within reasonable visual contact of the individual(s) they are escorting.

(5) Escorts must report any conduct by the escorted individual that causes a risk to the safety, security or efficiency of the installation or its occupants per installation procedure. Failure to comply with escort duties may result in the temporary or permanent loss of escort privileges.

(6) Escorts functioning in their personal capacity or neglectfully functioning in their official capacity may be personally accountable for the conduct of the individual(s) they are escorting.

(7) Escorts must be U.S. citizens, have a DoD affiliation and themselves be granted unescorted access.

4. DBIDS Afterhours Pass Issuance. When contractor personnel require base access afterhours they will be logged into the DBIDS system and issued an escort required pass. This pass is for immediate access and is short term, which will only grant access until the VCC opens. All contractor personnel logging into DBIDS on a temporary pass will be required to exit the base by 2359 on the same day and will return their pass to security upon exiting the installation. In the event the contractor's duties will require access beyond 2359, an extension will be granted case by case by the ISO.

5. Personnel Are Responsible For the Security of Their Issued DBIDS Card/Passes. Upon expiration the sponsoring command is responsible for ensuring the DBIDS cards/passes are returned VCC. In specific cases, the individual is responsible for turning their expired card in to the VCC.

6. Personnel Who May Be Issued DBIDS Cards/Pass

a. Retired MLC. MLC retired identification will be issued at the VCC to the following:

(1) MLC employee who has served COMFLEACT Sasebo and tenant commands in Sasebo for more than 30 years consecutively including their post retirement employment.

(2) Those who transferred from another USFJ installation and served COMFLEACT Sasebo and tenant commands for more than 30 years consecutively may apply for a credential.

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

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

(5) The DBIDS card will be valid for one year from the date of issue, at which time it can be renewed or must be returned to the VCC on or before the date of expiration.

b. House guest(s), see Chapter 8 for further guidance.

c. Contractors, see Chapter 12 for further guidance.

d. Taxis, see Chapter 13 for further guidance.

e. Visitors, see Chapter 15 for further guidance.

#### 7. Conditions for Denial of Access:

a. Derogatory Vetting Findings. In the event a PHS reveals derogatory information, which is criminal in nature and is not in the best interest of the U.S. or the GoJ, the individual will be denied access.

b. Falsification PHS. The falsifying of any documentation used in the attempt to gain access to the installation will result in the member being denied access.

c. Proper ID. Failure to present proper ID when attempting to gain access to the installation will result in being denied access. The only individuals who are exempt from showing proper identification are children under 12 years of age who are affiliated with installation and are with a parent, guardian or minor 12 years of age or older with a valid credential who also has valid access to the installation. Dependent children under the age of 12 must have a valid credential when they are not escorted or on a case by case basis determined by the ISO.

d. Trespassing. Personnel who are found onboard the installation or tenant facilities without the proper authorization, overstay a sponsored event or are unescorted on base will result in denied access for future requests.



e. Refusal of lawful search. All personnel entering, onboard and exiting the installation are subject to search at any time. Failure to comply will result in the forfeiture of access to the installation. Personnel who refuse may face debarment and or other legal administrative actions.

f. Failure to provide proper identification. Personnel who do not possess the appropriate identification for access to the installation will be denied.

g. Any other reasons as determined by the ICO.

h. Domestic animals. Animals that are not registered with the Army Veterinarian Clinic will not be allowed to enter COMFLEACT Sasebo or the outlying facilities. Exceptions are service dogs, special events and other events as directed by the ICO or the ISO.

i. IMESA Matches. An individual IMESA identifies CJI or TSI is not necessarily prohibited from accessing DoD installations. Identified CJI and TSI provides the ICO, with additional information to make a risk-based decision whether to continue or terminate access.

#### 8. Waiver/Appeals Process

a. Personnel who have been initially denied access may appeal or request a waiver in writing from the ICO. When reviewing criminal history to make a waiver determination, the ICO may consider both adverse information and mitigating factors, as presented. The individual requesting a waiver should be notified in writing of the decision within 30 days of package submission.

(1) VCC officials will inform visitors requesting a pass they do not meet access standards and of the process to request a waiver and/or appeal exemplified in enclosure (3). This will be done either at the time of the application submission or there afterwards by official correspondence. The waiver and appeal process will be initiated by the requestor and/or the sponsoring agency by official correspondence. Items for consideration must be contained in the request to the ICO for determination. The sponsoring unit OIC or CO will need to endorse the request to the ISO.

(2) Periodic background screening of personnel. Personnel may be subject to additional screenings. In the event personnel have been denied access due to derogatory findings may submit for a waiver or an appeal. Personnel who have received an approved waiver or appeal will only be re-vetted back to the original date of waiver or appeal plus one year. The additional year is necessary due to possible reporting delays. If no new disqualifying offense is found, the current waiver can be extended and no new waiver processing is required. If additional disqualifying offenses are found, the entire record will be reviewed.

(3) Periodic Screening Requirements. Once an access credential is issued, fitness is not normally determined again until the credential expires and a new credential is issued.

9. The Navy Gold Star Family. The Navy Gold Star Family (NGS) program provides long-term casualty assistance and ensures the Gold Star Survivor (GSS) remains connected to the Navy family for as long as they desire. GSS are the families of Service Members who died on Active

Duty, regardless of the Service affiliation or cause of death. "Family" includes: Spouse, Parents (Biological, Adoptive, Step, Foster), Siblings (Brother/Sister, Half Brother, Half Sister, Adoptive), Children (Biological, Adoptive, Step). Survivors must be able to access CNIC installations for support (e.g., Fleet and Family Service Center visits), ceremonies, and events in order to continue to be part of the Navy family. However, many do not have a DoD ID card.

a. The GSS Card, which is issued by the local NGS Coordinator, will be accepted as the purpose for requesting access.

(1) The GSS will require identity proofing and fitness determination.

(2) Once the GSS has met all of the installation access requirements, they will be issued a DBIDS card with an expiration date 364 days from the date of issuance.

(3) The GSS will be vetted annually to renew the DBIDS card.

(4) If the family member does not meet the criteria for fitness, the ICO may consider a waiver. The same process for waiver approval/denial will be followed for Gold Star family members as for any other DBIDS applicant.



## CHAPTER 5

### Vehicle Passes and Access

1. Vehicle Pass. All vehicles having authorized access to COMFLEACT Sasebo and restricted areas are required to be registered with the VRO and have the appropriate vehicle decal or pass. Upon termination of employment, termination of contract, expiration or when the bearer becomes ineligible for access to the installation all decals and passes must be returned to the VRO immediately. Failure to return passes will result in suspension or denial of obtaining future vehicle passes as directed by the ISO.
2. VRO Duties and Responsibilities. Determination of fitness for access will be conducted to determine whether potential access candidates pose a potential threat or risk to installations, resources and populations. Ensure the DoN Local Population ID Card/Base Access Pass Registration Form (SECNAV 5512/1) enclosure (7) is utilized to initiate background checks on all visitors and/or contractors/vendors. Accordingly, the PHS (USFJ form 196bEJ) of enclosure (8) will be utilized to properly vet all Japanese and foreign personnel. It is the responsibility of all VCC personnel and supervisors to ensure every background check for the purpose of access control requires completion of the SECNAV 5512/1 form for accountability purposes.
3. USFJ 15 A/B Decal (USFJ Decals). The USFJ Decal is issued to SOFA military and civilian personnel for access to the installation via their personally owned vehicle. The decal is issued by VRO per reference (1).
4. Black Decal "Fleet Activities Sasebo". The black decal is issued to the following personnel who work for COMFLEACT Sasebo, Tenant Commands or an organization requiring access for official business. If personnel have dual status such as being an MLC and married to a SOFA member, the appropriate decal will be issued according to the name on the vehicle's registration.
  - a. Black decals are issued to:
    - (1) Local hired employees.
    - (2) GoJ Official Vehicles (Japanese Police, Prosecutor's Office, SDO, LMO and City hall).
    - (3) Retired U.S. Military Personnel.
    - (4) U.S. Consulate Fukuoka Vehicles.
    - (5) JMSDF Sasebo HQ distinguished official vehicles.
  - b. Local hired employee's requirements for black decals:
    - (1) Base access credential and Japanese driver's license.

(2) Application form.

(3) Japanese Title whose name is under the employee or family member who resides with the personnel.

(4) Current Japanese Compulsory Insurance (JCI).

(5) Vehicle Liability Insurance.

(6) Old decal if replacement is required.

(7) Obtain temporary pass at Commercial Vehicle Inspection (CVI) and proceed directly to VRO.

(8) When the SOFA member's residence is outside Sasebo or Kyushu, the member must ensure the VRO has the correct information on file.

c. Retired military personnel requirements for black decals:

(1) Retired Military ID card (DD Form 2).

(2) Japanese driver's license.

(3) Application form.

(4) Japanese Title, titled to the retired military personnel or family's name.

(5) JCI.

(6) Automobile Liability Insurance.

(7) Old decal if replacement is required.

(8) Residence Card issued by GoJ.

(9) Obtain day pass at CVI and proceed directly to VRO.

5. Taxi Decal. Local company taxis and private taxis will be issued a Taxi decal per Chapter 13.

a. Authorized taxi drivers must submit the following to the VCC:

(1) Application form.

(2) Japanese Title (under Taxi Company's or authorized private taxi driver's name).

(3) Replacement of taxi vehicle form, if applicable.



(4) JCI.

(5) Automobile Liability Insurance.

(6) Old decal if replacement is required.

b. Taxis may use the main gate or back gate of Main Base COMFLEACT Sasebo regardless of the status of a customer. Taxis do not have to utilize the CVI prior to entering the main base.

6. Temporary Vehicle Pass (TVP).

a. TVP is issued to vehicles requiring access for more than one day and not to exceed 365 days. A TVP is issued to the following:

(1) Bill of sale, transfer of title and registration or when their Privately Owned Vehicles (POV) is undergoing repairs and/or safety inspection which affords the member a loaner/rental vehicle.

(2) Japanese Contractor vehicles with annual renewal.

(3) GoJ official vehicles for temporary base access for official business unless otherwise directed by the ICO or the ISO.

(4) Non-SOFA personnel or guests as approved by the ISO.

b. SOFA personnel requirements for TVPs. TVP is issued for two weeks and it can be extended for an additional two weeks if necessary. Upon completion of the vehicle repair or inspection, a TVP will be returned to the VRO immediately. The requirements are as follows:

(1) Obtain day pass at CVI and proceed directly to VRO.

(2) Temporary vehicle pass request form for loaner vehicles.

(3) Japanese Title which name is under the loaner's company. The company normally provides a loaner upon the request from customer during the repair or inspection.

(4) JCI.

(5) Automobile Liability Insurance for the POV being repaired.

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

(1) Obtain day pass at CVI and proceed to the VRO.

(2) DBIDS Temporary Vehicle pass request form for loaner vehicle.

(3) Japanese Title which name is under the loaner's company. The company normally provides a loaner upon the request from customer during the repair or inspection.

(4) JCI.

(5) Automobile Liability Insurance for the POV being repaired.

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

(1) For persons or groups requesting access to COMFLEACT Sasebo for official business, a command sponsored tour and events. The following must be submitted to VRO by the sponsoring command/department at least three working days prior to access date:

(a) TVP Application form.

(b) Japanese Title.

(c) Japanese driver's license (for individual driving).

(d) JCI.

(e) Automobile Liability Insurance.

(2) A spouse of an U.S. Military Services member who is a Japanese national and living in Sasebo who is temporarily unaccompanied and not SOFA sponsored is required to submit the following documents for vehicle access:

(a) TVP application form.

(b) Japanese Title (Under the family member's name is accepted).

(c) JCI.

(d) DD Form 2.

(e) Japanese driver's license or International Driver's license.

(f) Automobile Liability Insurance.

(g) Copy of sponsor's orders.

7. One to Three Day Temporary Pass. Vehicles entering COMFLEACT Sasebo for one to three days will be issued a temporary pass at CVIS located outside the Back Gate of Main Base.



Passes issued at this location are for main base access only. A temporary pass will be issued at CVIS (0530-1730 on Mondays to Fridays), at the Back Pedestrian Gate from 1730-0530 Mondays to Fridays and 0500-2000 on weekends and holidays prior to entering the main base. For access to Hario housing, a temporary pass will be issued at the pedestrian gate from 0700-2359 and will be returned to the ECPs prior to 2359 hours. A temporary pass must be displayed in the right front windshield at all times. A temporary pass will be issued under the following conditions:

a. All POV driven by SOFA personnel and locally hired employees requiring access to COMFLEACT Sasebo for completion of vehicle registration or when a loaner vehicle is used during vehicle repair/inspection.

b. All vehicles driven by U.S. Military Service members and their family members who have a Japanese driver's license or international driver's license requiring temporary access to COMFLEACT Sasebo for a maximum of three days. The vehicle must have the following:

(1) TVP application form.

(2) Japanese Title (Under the family member's name is accepted) or rental agreement.

(3) JCI.

(4) Japanese driver's license or International driver's license.

(5) Automobile Liability Insurance if driving a POV.

c. Any house guest's vehicle of military/civilian personnel for access less than 72 hours. The guest must have a valid Japanese driver's license or international driver's license, JCI and valid Automobile Liability Insurance.

d. The guest vehicle of military or civilian personnel for one day access. The guest must have a valid Japanese driver's license or international driver's license, JCI and valid Automobile Liability Insurance.

8. ICO Sponsored Guest Vehicles. Any distinguished vehicles authorized by ICO for official business (such as an office call, meeting, Change of Command etc.) as indicated on the access request form enclosure (11).

9. Emergency Services. GoJ fire trucks and ambulances may enter main base via main gate or back gate as required per the joint agreement between COMFLEACT Sasebo, Sasebo City and Saikai City.

10. Designated Construction Parking and Overnight Parking for Construction Work. All construction equipment must be within the construction site. Designated construction work parking will only be authorized, construction work vehicles not in use will need to be parked in

overflow parking located behind building 1649 (Chilis) and in front of building 430 (Base Gym). Overnight and Long Term Parking will only be authorized by the Security Automation Clerk.



## CHAPTER 6

### Japanese Government and Military Access

1. GoJ Official. A GoJ official is not required to submit the PHS, however they are required to submit their identification number found on their official GoJ ID.

#### 2. Official Requirements

##### a. GoJ KDB/SDO/Sasebo City Hall Officials

(1) Requirement. An access list of all personnel and vehicles to include license plate information must be submitted annually to the SSC and updated as required. All requests for access must be submitted two weeks prior to the date requested and be routed through the SSC. All requests will be completed per enclosure (11) of this instruction, requests may be emailed or hand delivered.

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

##### b. Other GoJ Official

(1) Requirement. An access request form per enclosure (11) will be submitted to the SSC no later than five working days prior to the access date.

(2) Escort. Not required unless otherwise directed by the ISO. The Japanese police may be accompanied by Security personnel to their final destination onboard the installation.

##### c. JSDF personnel or JSDF sponsored guests

(1) Requirement. JSDF sponsor must submit enclosure (11) for their guests to the SSC no later than five working days prior to the access date. In the event that JSDF personnel will only have access to Tategami JMSDF pier areas, the access list will not be required.

(2) Escort. Required by JSDF personnel.

d. Category (CAT) I, II and III visitors. Visits by members of Japanese public entities to U.S. facilities and areas for the purpose of fulfilling official duties will request permission for an official visit to COMFLEACT Sasebo facilities. Personnel are required to be escorted by the COMFLEACT Sasebo PAO, Protocol Officer or by the command hosting the event unless otherwise directed by ICO.

(1) CAT I. Diet members, central level officials of the GoJ (Excluding JSDF personnel). Central level officials include not only ministers, vice-ministers and directors general of GoJ ministries and agencies, but also all levels of representatives of central agencies. The request must be pre-approved by Joint Committee (JC) channels. After JC approves it, COMFLEACT

Sasebo PAO or Protocol Officer is required to submit enclosure (11) to the SSC no later than five working days prior to the access date.

(2) CAT II. Members of prefectural or municipal assemblies, or other local government officials, from outside the prefecture in which the facility or area to be visited is located. The access request should be pre-approved by USFJ. After ICO approval, COMFLEACT Sasebo PAO or Protocol Office is required to submit enclosure (11) to the SSC no later than five working days prior to the access date.

(3) CAT III. Members of prefectural or municipal assemblies and other officials of local governments, within the prefecture in which the facilities and areas to be visited are located. The access may be approved by the ICO without prior coordination with USFJ unless otherwise specified by Service Component directives. COMFLEACT Sasebo PAO or Protocol Office is required to submit enclosure (11) to the SSC no later than five working days prior to the access date.

(4) JMSDF sponsored CAT visitors. Visits of CAT sponsored by JMSDF will be coordinated by JMSDF PAO with COMFLEACT PAO or appropriate command's PAO or designated representative for the proper procedure and approval. Enclosure (11) will be submitted to the SSC no later than five working days prior to the access date.

### 3. Vehicle Access for Japanese Government and Military

#### a. GoJ official vehicle requirements for black decals:

- (1) Application form.
- (2) Japanese Title, titled to the organization requesting vehicle decals.
- (3) JCI.
- (4) Vehicle Liability Insurance.
- (5) Old decal if replacement is required.

#### b. GoJ requirements for Official Vehicle TVPs. Issuance of the TVP will not exceed the length of the contract.

(1) DBIDS Temporary Vehicle request form signed by the GoJ sponsor (One original and one copy).

(2) Japanese Title which is under GoJ organization's name.

(3) JCI.

#### c. JSDF Vehicle



(1) JSDF Government vehicles are authorized to access COMFLEACT Sasebo without decals or temporary vehicle pass issued by VRO.

(2) JSDF POVs. Authorized when they have proper vehicle pass placed on their vehicles issued by JMSDF Ship Repair Facility (SRF) Sasebo. JMSDF issues all passes for JMSDF and JSDF personnel.

(3) JSDF contractor vehicles. Companies solely contracted to work on JMSDF joint use property such as Tategami pier, fuel facilities; must submit their request for access through JMSDF SRF to COMFLEACT Sasebo VRO. Commercial vehicles sponsored by JSDF or JMSDF will be inspected at the CVI prior to entering the installation via the back gate.

(4) JSDF Guest vehicle. When JSDF sponsoring command invites any person or group to their ship for tours or organizational events utilizing buses and other personnel carriers' access will be authorized without any vehicle passes, however, the vehicle number will be provided on enclosure (11). The JSDF sponsor will provide the documentation to the Security Administrative Office.

d. JMSDF access badge (Harioshima Ordnance Only).

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

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

(3) Badge holders may escort contractors and must sponsor them on the installation at all times. Contractors with unescorted badge access, refer to Chapter 12, paragraph 9 DBIDS credential escort required or not required.

(4) JMSDF Military ID is an acceptable form of identification when transiting through the facility. Transiting of the facility will fall under proper authorizing authority.

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## CHAPTER 7

### Commercial Vehicle Inspection

1. CVI. The CVI will be used for the purpose of inspecting vehicles prior to entering the installation. All vehicles inspected at the CVI will proceed directly through the back gate during operating hours and the main gate after hours. Hours of operation: 0530-1730 (Mondays to Fridays except for U.S. holidays). Access to CVI after hours will go to the CVI and standby for NSF's direction. Vehicles required to proceed through CVI prior to accessing the installation may be permitted to utilize the main gate during back gate closures. The following vehicles are subject to inspection as follows:

a. Vehicles without decals or vehicle passes must be inspected prior to entering the main base.

b. Contractor vehicles, delivery vehicles, Hazardous Material (HAZMAT) vehicles or cranes.

#### 2. Vehicles Required to Use CVIS

a. Delivery vehicles (furniture etc.). Allowed to use the back gate to enter the main base and the main gates at housing areas. The sponsor may be present in the vehicle or in a vehicle directly adjacent the sponsored vehicle. Delivery vehicles for main base must proceed through the CVI prior to entering main base. When accessing an outlying facility the delivery vehicle will be inspected by the gate sentry.

b. Crane Vehicles. All crane vehicles will be previously issued a crane pass by Naval Facilities Engineering Command (NAVFAC) Transportation Office prior to accessing COMFLEACT Sasebo. All cranes will be inspected at the CVI prior to entering the main base.

c. HAZMAT Vehicles. HAZMAT vehicle operators will have the proper qualifications or certificates required for hazardous material handling and transportation. All HAZMAT vehicles will be inspected at the CVI prior to accessing the installation and use back gate to access COMFLEACT Sasebo during normal operating hours.

d. Temporary Vehicle Pass. During CVI operational hours authorized personnel can get a Temporary Vehicle Pass from CVI. During none Business hours Temporary Vehicle Passes can get received at Back Gate Pedestrian.

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## CHAPTER 8

### House Guest Access

**Note:** This chapter does not pertain to Designated Third Country Nationals (DTCN), for guidance on DTCNs see Chapter 9 of this instruction.

1. Requirements for Access. All personnel including immediate family members who are not dependents will undergo identity proofing, vetting and fitness protocols.

a. Identity Proofing. The appropriate identification for personnel seeking access to COMFLEACT Sasebo is dependent on the nationality.

b. Vetting. The vetting process will begin only after an individual's identity is confirmed. A background check must be conducted on all personnel who have a legitimate and continuing requirement for access to COMFLEACT Sasebo. The result of a background will be valid until applicant's expiration of access to COMFLEACT Sasebo. The background check will encompass the entirety of individual's life and will not be restricted to a specific time frame.

c. Determination of Fitness. Determination of fitness for access will be conducted to determine whether potential access candidates pose a potential threat or risk to installations, resources and populations. Fitness for accessing COMFLEACT Sasebo will be determined on a case by case basis. COMFLEACT Sasebo will utilize OpenFox to screen the DoN Local Population ID Card/Base Access Pass Registration Form SECNAV 5512/1 enclosures (7), which is utilized to initiate background checks on all visitors and/or contractors/vendors. Accordingly, the PHS, USFJ form 196bEJ enclosure (8), will be utilized to determine the fitness of all Japanese and foreign personnel.

2. House Guest. Bona fide guests in a tourist status (visa category, temporary visit) or relatives living in Japan who are visiting COMFLEACT Sasebo military and civilian personnel living on or off base or staying at the Navy Lodge Sasebo or NGIS base may receive a House Guest Pass. The house guest pass will not exceed 90 days. Extensions of the 90 day requirement may be granted on a case by case basis, by submitting a written waiver, in memo format to the ICO, via COMFLEACT Sasebo Housing Office, the ISO and the sponsors CO/OIC. Members who are granted the extension must ensure their house guest meets all Japanese visa requirements. Any sponsor receiving a House Guest Pass must be occupying their residence during the time any approved temporary guests are occupying the home or place of residence.

3. House Guest Pass. The guest may obtain a DBIDS credential to facilitate access to the main base or housing areas for the duration of the intended visit and will be limited to 90 days per guest per 365 day period beginning with the date the first pass issued. Extensions of the 90 day requirement may be granted on a case by case basis, by submitting a written waiver, in memo format to the ICO, via COMFLEACT Sasebo Housing Office, the ISO and the sponsors CO/OIC. Members who are granted the extension must ensure their house guest meets all Japanese visa requirements. The pass may be issued per sponsor's request in the following categories:



a. Immediate family members. Individuals defines as “family members” include spouses/same-sex domestic partners, unmarried widows/widowers, unmarried children (including adopted children or stepchildren) who are under 21 years old, and un-emancipated or under 23 years old and enrolled in a full-time institution of higher learning. In addition, family members include the eligible dependents of DoD civilian employees, particularly those assigned overseas. This may also include the traditional meaning of Immediate Family Members being Spouse, Parent, Grandparent, Grand Children, Sibling and their children, Step Parents and Step Siblings. Access requests for immediate family members staying in government housing, NGIS, Navy Lodge or a private residence off base must be endorsed by Navy Housing on enclosure (6). The endorsement will be turned into COMFLEACT Sasebo VCC no later than five working days prior to guest’s arrival for U.S. Citizens and no later than 60 days for foreign and Japanese nationals.

b. Guest(s) who are other than immediate family members including DTCNs. In addition to the above requirements, the sponsor must submit, the guest’s PHS (USFJ Form 196bEJ), SECNAV form 5512/1 and all required items must be submitted to the VCC at least 60 days prior to guest’s arrival.

4. Requests for House Guest. Request for the house guest will be submitted using the request for guest visitation, enclosure (6). After approval by the VCC, a DBIDS card will be issued upon submission of a PHS and SECNAV form 5512/1. If a House Guest stays at on-base lodging, it must be annotated on the request form.

5. Home Visits. Home visits are authorized at housing areas only. The home visitor will be authorized escorted access. The visitor is limited to 24 hours (48 hours for minors, a minor is below 18 for U.S. Citizens and 20 for Japanese/Foreign Nationals), then the visitor must leave or apply for a House Guest Pass which authorizes a visitor to stay overnight on the installation up to 90 days.

a. A SOFA member desiring to sponsor a House Guest Pass excluding those on the designated TCN, enclosure (4), must receive their command’s endorsement prior to completing the visitor request paperwork. Upon arrival the sponsor must register their guest with DBIDS. All DBIDS passes will be turned into VRO upon expiration.

b. Commands are ultimately responsible for ensuring their personnel adhere to the house guest policy.

c. Military or civilian SOFA personnel who sponsor a house guest may request a temporary vehicle pass for the duration of their guest’s stay, passes will not to exceed 90 days. The following paperwork is required for issuance of a temporary vehicle pass:

(1) DBIDS temporary vehicle pass application form with ISO’s original signature (no stamp).

(2) Guest pass issued by COMFLEACT Security.

- (3) Japanese Title (Under the family member's name is accepted).
- (4) JCI and Automobile Liability Insurance.
- (5) DD Form 2.
- (6) Japanese driver's license or International Driver's license.

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## CHAPTER 9

### Designated Third Country Nationals Access

1. Requirements for Access. All personnel who are not dependents or immediate family members will undergo identity proofing, vetting and fitness protocols.

a. Identity Proofing. The appropriate identification for personnel seeking access to COMFLEACT Sasebo is dependent on the nationality and type of employment.

b. Vetting. The vetting process will begin only after an individual's identity is confirmed. A background check must be conducted on all personnel who have a legitimate and continuing requirement for access to COMFLEACT Sasebo. The result of a background will be valid until applicant's expiration of access to COMFLEACT Sasebo. The background check will encompass the entirety of individual's life and will not be restricted to a specific time frame. There may be occasions when the ICO desires an updated background on any person as deemed necessary.

c. Determination of Fitness. Determination of fitness for access will be conducted to determine whether potential access candidates pose a potential threat or risk to installations, resources and populations. Fitness for accessing COMFLEACT Sasebo will be determined on a case by case basis. COMFLEACT Sasebo will utilize the Local Population ID Card/Base Access Pass Registration Form SECNAV 5512/1 enclosure (7), which is utilized to initiate background checks on all visitors and/or contractors/vendors. Accordingly, the PHS (USFJ form 196bEJ), enclosure (8), will be utilized to properly vet all Japanese and foreign personnel. Every background check for the purpose of access control requires completion of the SECNAV 5512/1 Form for accountability purposes.

2. Restrictions on TCNs. Individuals who are citizens of countries listed on enclosure (4) are restricted from entering COMFLEACT Sasebo with exception to immediate family members of sponsors, school children and school officials attending DODEA sponsored events, Foreign Officers from Member Nations designated within the United Nations, Japan SOFA, United Nations Command (Rear) and their dependents. COMFLEACT Sasebo Security Forces will refer to reference (g) and enclosure (4) for all TCN requirements.

3. Civilian TCN Day Pass and TCN House Guest Access. The sponsor is required to submit a request form for TCN guest access by completing the PHS and SECNAV 5512/1 Form to meet the requirements of identity proofing, vetting and fitness determination. In the event the TCN will be a house guest the sponsor must complete the housing guest form, enclosure (6). TCN House Guest will be given an escort required pass.

a. If the individual is a U.S. Green Card holder or resident U.S. alien and the dependent of a U.S./DoD service member or Civilian. Dependents must be explicitly annotated on Permanent Change of Station orders and/or amendments. This documentation enables U.S. counterintelligence entities to correctly validate identity and affiliation.



b. Vehicle access. If the guest is driving a vehicle the following information is required.

- (1) International Driver's License or Japanese License.
- (2) Japanese Title which is titled to the individual or rental agency name.
- (3) JCI.
- (4) Old vehicle pass if it is expired.

c. All information must be provided to SSC 60 days prior to the requested access date. ICO reserves the authority to deny personnel access to the installation even when all appropriate paperwork has been submitted and upon completion of a background investigation conducted by NCIS and per reference (g).

d. If access is approved, an escort required DBIDS credential will be issued upon the guest arrival at the VCC. The pass will be provided to the TCN in the presence of their sponsor and after verifying the original passport to the passport number provided. The TCN whose nationality is listed in enclosure (4) will be escorted by the sponsor(s) at all times. A non-escort required pass will NOT be issued.

4. Government Officials and Military personnel. Access for a Government Official and military personnel whose nationality is listed on enclosure (4) will follow procedures as outlined in reference (g) and as directed by ICO. Any foreign military ships requesting to enter and moor at U.S. facilities piers or the Tategami pier require prior U.S./Japan Joint committee and USFJ pre-approval. The guest policy will be directed by the ICO as necessary. Foreign Officers and their dependents from member nations designated in enclosure (4) must have a background investigation completed by USFJ before they are issued the UNC-R ID Card Form 4. UNC-R will coordinate the review with USFJ J2X/CI as early as possible, preferably prior to the arrival of the officer and dependents. Any derogatory report will be provided to the Commander, UNC-R and Commander, USFJ for adjudication. UNC-R HQ located at Yokota AB will issue the UNC-R ID Card when the review is complete. This ID card allows access to designated UNC-R bases in Japan.

5. Diplomat Access. Diplomatic staff members and persons driving vehicles bearing foreign diplomatic license plates from countries listed in reference (g) attempting to access COMFLEACT Sasebo without proper authority will be denied access. Access for these individuals must be coordinated through the ICO to the SSC. In the event citizens of a country or an individual driving a diplomatic plated vehicle of a country listed in reference (g) attempt to enter COMFLEACT Sasebo, entry will be denied unless the appropriate level of coordination and request have been made. A listing of license plate prefixes used on diplomatic vehicles by all countries having representatives in Japan is provided in reference (g).

6. Immediate family members. Immediate family member of sponsor that are citizens of a designated third country and are defined as: spouses, parents, grandparents, siblings, and children under 21 years of age. The Burden of proof for such relationships is the sponsor's responsibility.

The TCN family member must be escorted by the sponsor at all times. An escort required pass will be issued by the VCC. TCNs will not fall under the trusted travel program, however the requirement to have a background check is waived as per reference (g) for the pass. For House Guest Pass follow normal procedures for background checks. Immediate family members who are government officials, including military, from one of the countries listed in enclosure (4) must gain advance approval per reference (g).

7. Current Foreign Nationals with access who become TCN. When an employee who is not a Designated Third Country national during the time of hiring becomes a third country national a background check must be conducted as a Third Country National. The employee will be changed from unescorted access to escorted access immediately. The Organization of the employee must notify the VCC immediately.

\*NOTE: Dependent Spouses and Dependent Children who are Designated Third Country nationals are exempt as per reference (g)

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## CHAPTER 10

### Guest Regulations

1. General. Guest must possess proper identification as stated in Chapter three of this instruction at all times when entering COMFLEACT Sasebo.
2. Responsibility.
  - a. The guest must be aware that Nimitz Park is open to the public. Parking is prohibited for unauthorized vehicles unless otherwise approved by the ISO.
  - b. The sponsor will escort guest only to authorized facilities and areas only. Violations of entering unauthorized areas will be subject to denial of future access to COMFLEACT Sasebo.
  - c. SOFA sponsors must submit a request to COMFLEACT Sasebo MWR for use of facilities and fields in Nimitz Park.
  - d. The guest or sponsor must return the pass to the VCC/Security Department, ECPs or Pass return boxes located in the outbound lane of Main Base Main Gate and Back Gate.
  - e. The sponsor will always follow any directions given by the NSF while on board COMFLEACT Sasebo.
  - f. Violations will be subject to penalty per enclosure (10).
  - g. The guest must be under sponsor's escort at all times unless they have an escort not required pass.
  - h. All cardholders and their guests must consume food or drink purchased at an on-base food activity while they are on base. Off-base consumption of food and drink purchased from an on-base food activity is strictly prohibited.
  - i. The sponsor is responsible for their guests' conduct while on board COMFLEACT Sasebo and its property.
  - j. The sponsor should be aware that access policy may temporarily change during certain heightened threat conditions, health conditions or when directed by the ICO.
  - k. The sponsor must obtain appropriate DBIDS pass when applicable.
  - l. The sponsor is required to coordinate with appropriate concerned personnel in advance for the access to restricted areas.
  - m. Access restrictions during force protection threat conditions will be followed.

n. Anyone who does not possess proper identification will not be authorized to enter COMFLEACT Sasebo.

o. A guest who drives on COMFLEACT Sasebo must abide by the traffic regulations when driving on COMFLEACT Sasebo. The driver's driving privilege may be suspended due to traffic violations.

### 3. Violation of Policy

a. Penalties for violating guest regulations will be followed and processed per enclosure (10).

b. Over Staying of Guests. If guests are found over staying their authorized access request, the guest will be escorted off-base by NSF personnel. Sponsor's found in violation may have their sponsoring of guest privileges suspended.

c. Trespasser. If guest are found trespassing within the confines of the installation(s), the violator will be escorted off-base by NSF personnel. Sponsor's found in violation may have their sponsoring of guest privileges suspended.

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## CHAPTER 11

### Master Labor Contractors

1. MLC. MLCs are employees of the Japanese government who work onboard Commander, Navy Region Japan installations.

a. Identity Proofing. Personnel must provide ID per reference (a) and enclosure (15).

b. Vetting. The vetting process will begin only after an individual's identity is confirmed. A background check must be conducted on all personnel who have a legitimate and continuing requirement for access to COMFLEACT Sasebo. The result of a background will be valid until applicant's expiration of access to COMFLEACT Sasebo. The background check will encompass the entirety of individual's life and will not be restricted to a specific time frame. There may be occasions when the ICO desires an updated background on any personnel as deemed necessary.

c. Determination of Fitness. Determination of fitness for access will be conducted to determine whether potential access candidates pose a potential threat or risk to installations, resources and populations. Fitness for accessing COMFLEACT Sasebo will be determined on a case by case basis. COMFLEACT Sasebo will utilize the DoN Local Population ID Card/Base Access Pass Registration Form (SECNAV 5512/1) enclosure (7), which is utilized to initiate background checks on all contractors/vendors. Accordingly, PHS (USFJ form 196bEJ), enclosure (8), will be utilized to properly vet all Japanese and foreign personnel. Every background check for the purpose of access control requires completion of the SECNAV 5512/1 form for accountability purposes.

d. Escorting requirements. MLCs whose background checks have NOT been completed will be provided escorted access only. In the event the background check provides derogatory information, the individual may still be authorized escort required access at the discretion of the ICO. Once complete and access eligibility has been determined the ICO or the ISO will authorize unescorted base access to the individual. Due to the constraints of Outside Continental United States procedures of vetting and fitness, personnel may be granted temporary access at the discretion of the ICO.

e. Requirements for black decals:

(1) DoD ID and/or DBIDS credential.

(2) Japanese driver's license.

(3) Application form.

(4) Japanese Title.

(5) JCI.

(6) Vehicle Liability Insurance.

(7) Old decal if replacement is required.

f. DBIDS Vehicle pass access requirements. Vehicle passes will be issued for a period not to exceed one year. Vehicle pass requests must be submitted to VRO at least three working days prior to the access date with the following documents. The organizations pass coordinator will place vehicle passes on each vehicle prior to the vehicle entry onto COMFLEACT Sasebo:

(1) Vehicle pass request form signed by sponsoring command or agency (one original and one copy).

(2) Japanese Title which is under MLC's name.

(3) JCI.

(4) Old vehicle pass if it is expired.

g. One to Three Day Temporary Pass. MLC vehicles entering COMFLEACT Sasebo for one to three days will be issued a temporary pass at CVIS located outside the Back Gate of Main base. Passes issued at this location are for main base access only. A temporary pass will be issued at CVIS from 0530-1730 on Mondays to Fridays, at the Back Pedestrian Gate from 1730-0530 Mondays to Fridays and 0500-2000 on weekends and holidays prior to entering the main base. For access to Hario housing, a temporary pass will be issued at the pedestrian gate from 0700-2359 and will be returned to the ECPs prior to 2359 hours. A temporary pass must be displayed in the right front windshield at all times.

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## CHAPTER 12

Contractors

1. Contractor. Local national or foreign contractors, base volunteers and representatives authorized to conduct business for COMFLEACT Sasebo and tenant commands. U.S. contractors who are on SOFA status should have a "Letter of Identification" by the U.S. Contracting Officer, delineating the duration for their access and any special access/shopping privileges granted under the contract to verify their SOFA status in Japan.

a. Identity Proofing. The appropriate identification for personnel seeking access to COMFLEACT Sasebo is dependent on the nationality and type of access.

b. Vetting. The vetting process will begin only after an individual's identity is confirmed. A background check must be conducted on all persons who have a legitimate and continuing requirement for access to COMFLEACT Sasebo. The background check will encompass the entirety of individual's life and will not be restricted to a specific time frame. There may be occasions when the ICO desires an updated background on any person as deemed necessary.

c. Determination of Fitness. Determination of fitness for access will be conducted to determine whether potential access candidates pose a potential threat or risk to installations, resources and populations. Fitness for accessing COMFLEACT Sasebo will be determined on a case by case basis. COMFLEACT Sasebo will utilize the DoN Local Population ID Card/Base Access Pass Registration Form (SECNAV 5512/1) enclosure (7), which is utilized to initiate background checks on all contractors/vendors. The PHS will be utilized to properly vet all Japanese and foreign personnel. Every background check for the purpose of access control requires completion of the SECNAV 5512/1 Form for accountability purposes.

2. Direct Hired Employee. All PSC hired directly by a specific command or department such as Navy Exchange and Fleet Readiness Department etc.

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

4. Local National Contractors (Japanese)

a. Requirement. The sponsor must request access via the VCC, the appropriate pass for the specific contract/access period per Chapter 3 of this instruction.

b. Escort. All contractors will require an escort until their PHS has been processed and has been authorized for escorted access by the ICO or the ISO.

5. Third State National Contractors (Excluding TCNs).

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a. Requirement. They must have proper identification, proof of nationality and official TAD/TDY/IT orders or signed government contract document/sponsor letter, which states specific purpose, location and period of time. In the event they do not have TAD/TDY/IT orders or signed contract document or part of their PHS reveals negative information, the sponsor must request appropriate passes via the VCC per Chapter 3 of this instruction.

b. Escort. All TCNs will be escorted required at all times.

6. Applications. The applicants must submit the following documents to the VCC no later than seven working days prior to access date:

a. A Request form completed and signed.

b. An appropriate identification as defined within this instruction.

c. Foreign contractors except TCNs who do not have TAD/TDY/IT orders and CAC or U.S. green card will need a government contract document/sponsor letter, passport, entry visa, proper GoJ issued Residence Card or Alien Registration.

d. If the applicant's background check requires priority, the sponsor must notify the VCC at the time of submission. However, priority will be based on the ISO and will not be guaranteed.

e. Certificate of residence with permanent address indicating his/her permanent address and family members.

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

a. Respective commands and departments must submit the Access Request form to the VCC prior to submitting pass request forms for contractors.

b. Only authorized personnel submitted on enclosure (13) are authorized to sign pass request forms for pass applicants.

c. When sponsoring, a GS6 and above or E7 and above who are officially attached to the Command/Department can be delegated the authority to sign forms on behalf of the Command/Department.

d. The MLC representative must be appointed in writing by a designation letter and the letter must be prepared by the organization or command and attached to the Access Request Form.

## 8. DBIDS Cards

a. Access to COMFLEACT Sasebo is based upon careful screening criteria. All personnel will be assigned an access authorization category depending upon SOFA status and command sponsorship status. All completed personnel records registered in DBIDS will be maintained as



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an active record until the person(s) is expected to leave or change employment status. All registration records will be valid for a maximum of one year. Personnel whose base access status is not current must be re-registered in DBIDS immediately.

b. DBIDS cards will be returned to the VCC when personnel are terminated from employment, completion of contract, company de-registration or when it is determined by the ICO, the ISO or other proper authority that access to the installation has been revoked or terminated.

c. Proper identification and or additional credentials required for the access to restricted areas will be referred to in Chapter 18 of this instruction.

9. DBIDS Credential Escort Required or Not Required. DBIDS Card may be issued for escort required, no escort or escort privileges; the pass is issued to persons who require access in excess of 30 days, but less than a maximum of one year. DBIDS paper passes will be issued if access is required for less than 30 days. The DBIDS credential must be returned to the VCC upon termination of contract/employment. Failure to return the pass in a timely manner may result in the suspension of future pass issuance. If the contractor requires an extension of the original 179 days on their DBIDS credential, they must resubmit their PHS.

a. Escort not required DBIDS pass:

(1) Contractors whose background checks have been completed as necessary and meet the guidelines for unescorted access.

(2) Anyone as directed by the ISO.

(3) Contractors are not authorized to escort any guests for private business. Those who have the escort privilege pass are authorized to escort contractors for official business only.

b. Escort required DBIDS pass.

(1) Contractors who's PHS has been submitted except for TCNs identified in enclosure (4).

(2) Foreign contractors, except TCNs identified in enclosure (4) who don't have TAD/TDY/IT orders and CAC or U.S. green card will need a government contract document/sponsor letter, passport, entry visa, proper GoJ issued Residence Card or Alien Registration.

10. DBIDS Afterhours Pass Issuance. When contractor personnel require base access afterhours they will be logged into the DBIDS system and issued an escort required pass when able. This pass is for immediate access and will only be issued until the VCC opens during normal hours. All contractor personnel logging into DBIDS on a temporary pass will be required to exit the base by 2359 and will return their pass to security upon exiting the installation. In the event the contractor's duties require access beyond 2359 for emergency purposes, an extension will be



granted case by case by the ISO. If access to DBIDs is not available a DBIDs paper pass will be created.

11. DBIDS Escort Pass (Privilege). DBIDS cards holders are not authorized to escort guest on board COMFLEACT Sasebo unless they have been issued a DBIDS card/pass which denotes escorting privileges.

12. Vehicle Pass. All vehicles having authorized access to COMFLEACT Sasebo and restricted areas are required to be registered with the VRO and have the appropriate vehicle decal or pass. Upon termination of employment, termination of contract, expiration or when the bearer becomes ineligible for access to the installation, all decals and passes must be returned to the VRO immediately. Failure to return passes will result in suspension or denial of obtaining future vehicle passes as directed by the ISO.

a. DBIDS Temporary Vehicle Pass (TVP). TVP is issued to vehicles requiring access for more than one day and not to exceed 365 days. Japanese Contractor vehicles may receive a temporary vehicle pass when issued the appropriate DBIDS card and in conjunction with a valid contractor or extension of contract. Temporary vehicle passes issued to contractors will be renewed annually. TVP for restricted areas such as piers and ordnance facilities are issued by VRO. TVP requests must be routed via the command sponsor to VRO. VRO must receive the request at least three working days prior to access date. The company's pass coordinator will affix the passes to the lower right-side of the vehicle windshield or to the dash board. The following documents are required:

(1) DBIDS TVP requests form signed by their sponsor (one original and one copy).

(2) Japanese Title which is in the contractor's name or written authorization from the company providing the contractor with the authority to operate the vehicle.

(3) JCI.

(4) Old TVP if it is expired.

b. One to Three-Day Temporary Pass. Contractor vehicles entering COMFLEACT Sasebo for one to three days will be issued a temporary pass at CVIS located outside the Tategami Gate of Main base. Passes issued at this location are for main base access only. A temporary pass will be issued at CVIS (0530-1730 on Mondays to Fridays), at the Tategami/Back Pedestrian Gate from 1730-0530 Mondays to Fridays and 0500-2000 on weekends and holidays prior to entering the main base. For access to Hario housing, a temporary pass will be issued at the pedestrian gate from 0700 - 2359 and will be returned to the ECPs prior to 2359 hours. A temporary pass must be displayed in the right front windshield at all times.

13. Commercial Vehicle Inspection. All contractor vehicles will proceed through the CVIS prior to gaining access to the installation. Contractor vehicles will enter the main base via the back gate during normal working hours. After hours, contractors will proceed from the CVIS area to the main gate for access. Contractor vehicles may exit the installation via the main or

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back gates. The NSF personnel may direct contractor's vehicles to enter CVIS as necessary. Heavy equipment. Contractors utilizing heavy equipment will proceed through the CVIS. After the CVIS, they have to use back gate to enter the main base. They may use main gate when leaving the main base.

14. Nimitz Park Vehicle Access. Contractors may only park within the Nimitz Park facility when they are actively engaged in completing a work request within the facility. Parking at Nimitz Park awaiting for CVIS to open is not authorized.

15. Access during higher FPCON/HPCON. Access during higher FPCON/HPCON will be managed based on the need for the contractor to enter the installation. Contractors who possess skills that are critical and mission essential will be authorized access as delineated through their sponsoring commands mission essential listing.

16. Termination and Expiration of Employment. All sponsors are required to notify the VCC in the event a contractor is no longer employed or have been terminated. Sponsors will be required to return the pass as soon as possible.

17. Pass Status List. Sponsors will keep track of all contractors sponsored on the installation and provide VCC with updated rosters of employee passes and employment status. These Rosters will be provided to the VCC on a monthly basis.



## CHAPTER 13

Taxis

1. Taxis. Taxis are hired to perform transportation duties on and off the installation. The types of taxis authorized onboard COMFLEACT Sasebo are provided in this chapter. All personnel who are providing taxis services with unescorted access will complete identity proofing, vetting and determination of fitness.

a. Identity Proofing. The appropriate identification for personnel seeking to provide taxis services onboard COMFLEACT Sasebo is dependent on the nationality.

b. Vetting. The vetting process will begin only after an individual's identity is confirmed. A background check must be conducted on all personnel who have a legitimate and continuing requirement for access to COMFLEACT Sasebo. The result of a background will be valid until applicant's expiration of access to COMFLEACT Sasebo. The background check will encompass the entirety of individual's life and will not be restricted to a specific time frame. There may be occasions when the ICO desires an updated background on any person as deemed necessary.

c. Determination of Fitness. Determination of fitness for access will be conducted to determine whether potential access candidates pose a potential threat or risk to installation, resources and populations. Fitness for accessing COMFLEACT Sasebo will be determined on a case by case basis. COMFLEACT Sasebo will utilize the DoN Local Population ID Card/Base Access Pass Registration Form (SECNAV 5512/1) and the PHS to properly determine the fitness of all Japanese and foreign personnel. Every background check for the purpose of access control requires completion of the SECNAV 5512/1 form for accountability purposes.

2. Taxi Decal. Local company taxis and private taxis will be issued a taxi decal. Authorized taxi drivers must submit the following to the VCC:

- a. PHS and SECNAV 5512/1.
- b. The Juminhyo Honseki Kinyu Ari (Certificate of residence).
- c. Koseki Tohon (Family Register).
- d. Application form.
- e. Japanese Title. (Under Taxi Company's or authorized private taxi driver's name)
- f. Replacement of taxi vehicle form, if applicable.
- g. JCI.
- h. Automobile Liability Insurance.



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- i. Old decal if replacement is required.
3. Taxis may use the main gate or back gate of main base COMFLEACT Sasebo regardless of the status of a customer. Taxis do not have to utilize the CVI prior to entering the main base; but are subject to a visual inspection of their trunk and passenger compartment at a minimum, when entering the installation.
4. All Taxi driver credential requests will be coordinated through the SSC. Accordingly, the SSC will maintain a complete list of all taxi companies and drivers and will be uploaded semiannually at a minimum. All Taxi drivers will utilize the DBIDS credential for access onboard COMFLEACT Sasebo. All applications will be submitted no less than 60 days in advance.

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## CHAPTER 14

TWIC and U.S. Merchant Mariners

1. Merchant Mariner. Contractors of the U.S. Fleet and civilian-owned merchant vessels operated by either the Government or the private sector, that engage in commerce or transportation of goods and services in and out of COMFLEACT Sasebo.

2. TWIC. TWIC was established by Congress through the MTSA and is administered by the Transportation Security Association and U.S. Coast Guard. TWICs are tamper-resistant biometric credentials issued to all credentialed merchant mariners and workers who require unescorted access to secure areas of ports, vessels and other facilities.

a. Per reference (a), personnel in possession of a valid TWIC are considered identity proofed for the purpose of access. However, these individuals are not allowed access without being vetted, fitness determination and sponsorship or a valid bill of lading.

b. TWIC holders must meet the following conditions prior to being allowed unescorted access:

(1) Possess a valid credential, which is electronically verifiable and registered in DBIDS through the COMFLEACT Sasebo VCC.

(2) Demonstrate a valid purpose for entry; examples may include GBL or CBL, etc.

(3) Vetting. The vetting process will begin only after an individual's identity is confirmed. A background check must be conducted on all personnel who have a legitimate and continuing requirement for access to COMFLEACT Sasebo. The result of a background will be valid until applicant's expiration of access to COMFLEACT Sasebo. The background check will encompass the entirety of individual's life and will not be restricted to a specific time frame. There may be occasions when the ICO desires an updated background on any person as deemed necessary. Background checks on a visitor basis are only valid for 179 days. In the event the sponsor wishes to sponsor an individual for a second time, where the time has lapsed for more than 179 days, the individual will submit a new PHS and a new SECNAV 5512/1 form will be utilized for all personnel seeking access to the installation.

(4) Determination of Fitness. Determination of fitness for access will be conducted to determine whether potential access candidates pose a potential threat or risk to installations, resources and populations. Fitness for accessing COMFLEACT Sasebo will be determined on a case by case basis. COMFLEACT Sasebo will utilize OpenFox to screen the DoN Local Population ID Card/Base Access Pass Registration Form (SECNAV 5512/1) which is utilized to initiate background checks on all visitors and/or contractors/vendors. Accordingly, the PHS will be utilized to properly determine the fitness of all Japanese and foreign personnel. Every background check for the purpose of access control requires completion of the SECNAV 5512/1 form for accountability purposes. Fitness determination permanent disqualifier procedures is outlined in Chapter 16 of this instruction.

(5) TWIC identification will be accepted at an ECP without ePACS or during ePACS failure.

3. Contract Mariners (CONMAR). Must meet the following conditions prior to being afforded installation access:

a. A Military Sealift Command (MSC) representative will provide COMFLEACT Sasebo with a Vessel Shore Party Access List for distribution to the ICO and the ISO. This list will be limited to the names of CONMARs who have been cleared per existing MSC policy, including El Paso Intelligence Center checks, which include an NCIC check.

b. Each cleared MSC CONMAR on the Shore Party Access List will possess and present their Merchant Mariner Credential, including a TWIC credential, for access.

c. ECP sentries will verify the CONMAR is on the Vessel Shore Party Access List before granting installation access.

4. MSC Civilian Mariners carrying CAC cards are authorized access per reference (1).

5. Vehicle access. Merchant mariners are authorized to rent vehicles, however, the vehicle will not be authorized to drive onboard the installation unless the member has a valid USFJ Form 4 EJ POV permit (SOFA Driver's License), Japanese driver's license, or international driver's license. For vehicle access the individual must provide the following documentation:

a. Japanese driver's license, USFJ Form 4 EJ POV card or International driver's license.

b. DBIDS temporary vehicle pass application form.

c. Japanese Title with the rental agency information.

d. JCI.

e. Automobile Liability Insurance.

6. Access List. An access list needs to be provided as part of the Logistics Request and provided prior to arrival. Members requiring access to COMFLEACT Sasebo must be listed on an access list. If the member is not on the access list, an MSC representative must escort the member until the access list is approved.



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## CHAPTER 15

Visitors

1. Requirements for Visitor Access. All personnel seeking unescorted access to COMFLEACT Sasebo will undergo identity proofing, vetting and fitness protocols. When this process cannot be completed the visitor will only be issued escorted access to the installation.

a. Identity proofing. The appropriate identification for personnel seeking access to COMFLEACT Sasebo is dependent on the nationality and type of access.

b. Vetting. The vetting process will begin only after an individual's identity is confirmed. A background check must be conducted on all persons who have a legitimate and continuing requirement for access to COMFLEACT Sasebo. The result of a background will be valid until applicant's expiration of access to COMFLEACT Sasebo. The background check will encompass the entirety of individual's life and will not be restricted to a specific time frame. There may be occasions when the ICO desires an updated background on any person as deemed necessary.

c. Determination of fitness. Determination of fitness for access will be conducted to determine whether potential access candidates pose a potential threat or risk to installations, resources and populations. Fitness for accessing COMFLEACT Sasebo will be determined on a case by case basis. COMFLEACT Sasebo will utilize OpenFox to screen the DoN Local Population ID Card/Base Access Pass Registration Form (SECNAV 5512/1) which is utilized to initiate background checks on all visitors and/or contractors/vendors. Therefore, the PHS will be utilized to properly determine the fitness of all Japanese and foreign personnel. Every background check for the purpose of access control requires completion of the SECNAV 5512/1 Form for accountability purposes.

2. Installation Unescorted Visitor Access Pass. Unescorted access allows specific personnel who have been thoroughly screened the ability to be onboard a specific COMFLEACT Sasebo installation without having to be escorted.

a. All unescorted visitors must meet all requirements of identity proofing, vetting and fitness determination. In the event there is negative information obtained during the determination of fitness, the ICO or the ISO may still approve access, on case by case basis. Unescorted access passes are issued for short-term visits not to exceed seven days. (e.g. retired civil service using MWR facilities that are not in possession of a retired civilian ID card, sporting events and various short term official meetings).

b. Visitor access may be restricted during elevated FPCON/HPCON situations.

c. The pass or credential can be removed for any cause at any time based on the actions of the individual or the sponsor.

3. Escorted Day/Visitor Access Pass

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a. Any guest who is escorted onto the installation, is required to have a sponsor with them at all times while onboard the installation. All visitors must have an acceptable identification.

(1) Military personnel (Active, Reserve, and Retired)

(a) Personnel in pay grades E4 and above including their adult family members age 18 and above, may escort up to 10 guests onto main base and housing areas per household.

(b) Personnel that are E3 and below, including their family members 18 years of age and above, may escort up to five guests onto main base and housing areas per household.

(2) Civilian personnel (SOFA and non-SOFA) who have a valid CAC including their adult family members age 18 and above, may escort up to 10 guests onto main base and housing areas per household.

(3) JSDF personnel with authorized identification may escort up to 10 guests onboard main base only.

(4) Military and Civilian Family Members 14 years of age and older with valid dependent ID may escort up to two guests ages 17 and below.

(5) Military and Civilian family Members 12 to 14 years of age with a valid student ID may escort two guests ages 17 and below on board housing only.

b. The sponsor in categories (1) to (4) may escort guest to the following facilities. It is the sponsor's responsibility to verify visitor access with each facility:

(1) Harbor View Club

(2) Bayside Food Court

(3) Galaxies/Chili's

(4) Showboat Theater

(5) Fleet Fitness Complex

(6) Government Family Quarters

(7) Unaccompanied Housing, must be 18 years or older.

(8) NGIS

(9) Parks and Picnic areas

(10) Other areas as added or designated by the ICO for special events



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## CHAPTER 16

Denial of Access

1. ICO will establish base access standards. The ICO will designate a trained, competent official to evaluate adverse information identified during the vetting process. The ICO may bar an individual from installation access for involvement in the commission of a criminal offense, when access is inconsistent with the interests of national security, when personal conduct reflects negatively on the image of the U.S. or when access adversely affects the health, safety or morale of personnel on COMFLEACT Sasebo.

a. The ICO's decision to deny access is a serious one and must be based upon their consideration of the documented facts, evidence and the written legal opinion of the servicing SJA representative. Commanders may consider alternatives to an installation debarment, such as restricting access to certain installation facilities. In those cases where a debarment is imposed:

(1) Coordination and other documentation leading to the commander's decision to bar an individual will be maintained as a part of the official debarment file.

(2) Actions against civilian employees will also be coordinated through the servicing personnel office and such coordination will be made a part of the official file.

(3) Actions to bar contractors from access to installations will be coordinated with Human Resources and the contract representative, as appropriate.

b. On rare occasions, the ICO may impose limited debarments on individuals that do not restrict access under certain circumstances, such as allowing access to places of duty. In these situations, the ICO must concurrently consider revoking the individual's driving privileges.

c. The minimum period for debarment is two years. COMFLEACT Sasebo will review each debarment action every two years and make a determination to either remove or continue the bar, and annotate in DBIDS the date the biennial review was completed. The intent of this review is to ensure the file remains active and to maintain the accuracy of the bar roster database throughout the command. The term 'indefinite' will not be used when imposing bar actions. Removal of a bar does not necessarily mean installation access is reinstated or permitted.

(1) Once imposed, the ICO will ensure that the debarment information is provided to the VCC staff for registration in the USFJ DBIDS access control database.

(2) The imposing command will maintain all bar action files for one year after the bar is removed, or as directed by military service directives, whichever is longer.

(3) After the debarment period has ended or if the imposing commander decides to remove a bar prior to the end of the original debarment period, the affected personnel and other agencies previously informed of the bar action will be provided a copy of the bilingual (English and Japanese) letter removing the bar. Note that removing a bar does not automatically authorize



installation access. Individuals must reapply for installation access based upon a continuing official requirement. The requesting authority will present a copy of the letter removing that bar at the time of application.

(4) All requests, by other than the imposing command, to remove a bar during the debarment period must be forwarded to the USFJ Provost Marshall Office as an exception to policy

2. Permanently Disqualifying Fitness Determination Standards. Listed below are specific conditions or offenses considered prejudicial to the good order, discipline and morale of the installation that may not be waived by the ICO:

- a. Identified in the Foreign Fugitive File.
- b. Identified in the Immigration Violator File.
- c. KST File.
- d. Felony convictions for Rape, Child Molestation, Trafficking in Humans, Espionage, Sabotage, Treason or Terrorism.
- e. To the maximum extent permitted by law, unless waived by competent authority, sex offenders are to be identified and prohibited from accessing Navy facilities.
- f. Other than the disqualifiers listed above, any felony conviction within the past ten years is grounds for denying installation access. The ICO may waive this requirement with the exception of those registered in the NSOR Database. Felony convictions more than 10 years old, except for those identified above, do not require a waiver, with the exception of those registered in the NSOR Database, but may be flagged/found unfavorable based on an individual's entire criminal history.
- g. Personnel released from prison or on probation within five years after a felony conviction may apply for a waiver.
- h. Arrests for a disqualifying event without disposition (conviction, dismissal, not guilty or acquittal) more than 10 years old are not grounds for denying access.
- i. A waiver from the ICO is required for persons identified in the Violent Person Crime File. The Violent Persons File lists individuals with a violent criminal history and personnel who have previously threatened LE, resisted arrest or have been determined to have posed a threat to LE Personnel.

3. The ICO may deny access or access credentials based on information obtained during identity vetting which indicates the individual may present a threat to the good order, discipline and morale of the installation.

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4. Sex Offender. Sex offenders identified through the National or State Sex Offender Registry Databases are prohibited from accessing COMFLEACT Sasebo installations and facilities.

5. Debarment

a. The ICO may issue a debarment letter to deny an individual access for involvement in the commission of a criminal offense. When access is inconsistent with the interests of national security, when personal conduct reflects negatively on the image of the U.S. or when access adversely affects the health, safety or morale of personnel onboard the installation and who has been issued a debarment letter by USFJ, any installation within Japan or ICO.

b. Request for rescinding the debarment order will be submitted to COMFLEACT Sasebo SJA via the sponsor as necessary.

6. Other Conditions for Denial of Access

a. Derogatory Vetting Findings. In the event a PHS reveals derogatory information, which is criminal in nature and is not in the best interest of the US or the GoJ, the individual will be denied access.

b. Falsification PHS. The falsifying of any documentation used in the attempt to gain access to the installation will result in the member being denied access.

c. Proper Identification. Failure to present proper ID when attempting to gain access to the installation will result in being denied access. The only individuals who are exempt from showing proper identification are children under 12 years of age who are affiliated with installation and are with a parent, guardian or minor 12 years of age or older with a valid credential who also has valid access to the installation. Dependent children under the age of 12 must have a valid credential when they are not escorted or on a case by case basis determined by the ISO.

d. Trespassing. Personnel who are found onboard the installation or tenant facilities without the proper authorization, overstay a sponsored event or are unescorted on base will result in denied access for future requests.

e. Refusal of lawful search. All persons entering, onboard and exiting the installation are subject to search at any time. Failure to comply will result in the forfeiture of access to the installation. Personnel who refuse may face debarment and or other legal administrative actions.

f. Failure to provide proper identification. Personnel who do not possess the appropriate identification for access to the installation will be denied.

g. Any other reasons as determined by the ICO.



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h. Domestic animals. Animals that are not registered with the Army Veterinarian Clinic will not be allowed to enter COMFLEACT Sasebo or the outlying facilities. Exceptions are service dogs, special events and other events as directed by the ICO or the ISO.

## 7. Waiver/Appeals Process

a. Personnel who have been initially denied access may appeal or request a waiver in writing from the ICO. When reviewing criminal history to make a waiver determination, the ICO may consider both adverse information and mitigating factors, as presented. The individual requesting a waiver will be notified in writing of the decision within 30 days of package submission, they will also be verbally informed at the time of submission by the VCC staff if circumstances and time permits. The VCC will be the point of contact who will facilitate the waiver process with the originator of the request. This includes issuing the formal notification via ISO.

(1) Personnel who have been denied access during periodic re-vetting for the purpose of continued unescorted access may appeal and/or request a waiver from the ICO.

(2) Periodic background screening of personnel. Personnel who have received an approved waiver or appeal will only be re-vetted back to the original date of waiver or appeal plus one year. The additional year is necessary due to possible reporting delays. If no new disqualifying offense is found, the current waiver can be extended and no new waiver processing is required. If additional disqualifying offenses are found, the entire record will be reviewed.

b. ICO or designated representative will determine if access will be granted based on the information submitted for consideration. Until this determination is made, the person's access to the installation will be denied.

c. An individual who is approved access through an approved waiver and completes the requirements for access through appeal will:

(1) Have their enrollment designated as completed through appeal.

(2) Be ineligible for reciprocal acceptance of their enrollment and fitness determination at other CNIC installations.

(3) Be ineligible for automatic enrollment in the ePACS of other CNIC installations.

### d. Appeals

(1) Any person being denied initial participation in DBIDS or who has their DBIDS privileges suspended or revoked for any reason, may appeal the denial/suspension/revocation.

(2) Vendor or contractor employees may initiate the adjudication process when a background screen failure results in disqualification from participation in DBIDS and the vendor or contractor employees do not agree with the reason for disqualification. The adjudication



process must be initiated within 30 days of receiving written notice of disqualification from the VCC staff.

(3) Vendor or contractor employees may apply for a waiver when a background screening failure results in disqualification from participation in DBIDS. The waiver process must be initiated within 60 days of receiving written notice of disqualification. Members on the Sexual Offenders Register will not be waived.

(4) All waiver requests will be initiated with the ISO. The ICO will be the final waiver determination authority.

(5) Periodic Screening Requirements. Once an access credential is issued, fitness is not normally determined again until the credential expires and a new credential is issued. Upon expiration, fully vet the individual.

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## CHAPTER 17

Off-Limit Areas

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

- a. Residential areas, with the exception of bona-fide residents and their individual guests.
- b. Seawalls, with the exception of those posted as authorized fishing areas.
- c. Harbors, bays, and beaches bordering COMFLEACT Sasebo, except for operational diving coordinated with the COMFLEACT Sasebo Port Operations Officer or recreational boating activities as approved by the MWR Sailing Facility Manager and the ISO.
- d. Hills, caves and areas of heavy vegetation.
- e. Excavation and construction sites, unoccupied buildings and staging areas.
- f. All roof tops and fire escapes. (during non-emergencies)
- g. Unaccompanied Housing and or Combined Bachelor Quarters, except for residents, and guests.
- h. Congregating around facilities after closing and prior to opening, along with the time of closure in between, is strictly prohibited, and may result in response by NSF.



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## CHAPTER 18

Access to Restricted Areas1. Access to Restricted Areas

a. Official business in restricted areas. Only authorized personnel may access restricted areas. All visitors must be escorted by an eligible sponsor at all times. In the event the contractor will need access afterhours or during the weekend, the sponsor must submit the contractor's overnight parking request or overtime request to the OIC of the restricted area(s) prior to the desired date.

b. Designated restricted access. Personnel with a valid proper access pass may enter the following restricted areas for official business only. Any emergency vehicles such as Fire, Ambulance and Security are authorized access at all times. Local Japanese fire department trucks and ambulances may access as these areas to render immediate assistance when required. The access list will be submitted to SSC annually and must have the approval of the ICO or the ISO. Restricted Areas include:

- (1) COMFLEACT Sasebo piers and wharfs.
- (2) Maebata and Harioshima Ordnance Facilities.
- (3) Akasaki, Iorizaki, Yokose Fuel Terminals.
- (4) Yokose Landing Craft Air Cushion Facilities.
- (5) Other areas as designated by ICO.

c. Pier/wharf access. Requirements to Juliet Basin, India Basin, wharfs and fuel terminal piers are:

(1) At the greatest extent possible, all piers will be consolidated to the minimum amount of ECPs required to complete the mission.

(a) Juliet Piers and India Pier.

1. The nearest ECP to the ship will be utilized for access when only one ship is present. The Senior Officer Present Afloat will request to the ICO if an additional access point/ECP is needed to facilitate mission requirements.

(2) India 0, 1 and 2. For vehicle access, a pass will be issued by the VCC, with the approval of the ISO to the individual seeking access due to non-availability of parking outside of the pier. The number of passes available for pier access will be limited as set forth by the ICO or the ISO. Contractors will only be authorized short term access.

(3) India 6 through 10 and Juliet 1 through 3. For vehicle access to piers, a numbered temporary pass will be issued from the VCC to the individual seeking access and pertinent information will be logged by the sentry. Once access is granted the member will have one hour to complete any and all tasks required for vehicle access. In the event the individual is on the pier for longer than one hour their pier access will be revoked and their vehicle towed, all cost associated with the towing will be the responsibility of the person issued the pass. In the event there are no more passes to be issued the next person in line must wait for someone else to exit the pier and return a pass prior to access being granted.

(4) When the pier access gate is manned by US Navy ship's NSF, the sponsor must contact the respective ship(s) for the proper gate access procedures and requirements.

(5) Personally owned vehicles are prohibited from parking or entering the piers unless otherwise approved by the ISO.

(a) Homeported and visiting ship's will be authorized five assigned parking spaces for CO, Executive Officer, Command Master Chief, Ombudsman and CO's guests who will be permitted to park POV's on the pier in which they are moored in their designated parking areas. This courtesy is extended to the previously stated individuals; at no time may this courtesy be extended to personnel who are temporarily driving said individuals vehicles or to family members providing transportation to the member.

(b) For Commander, Task Force (CTF) 76, Commander, Amphibious Squadron (COMPHIBRON) 11 and Commander, Fleet Activities Sasebo, there will be one shared parking spot per pier for command visits and official business.

d. Fuel piers. Access to fuel piers is strictly controlled personnel requesting access will request access via the ship's cargo superintendent.

e. Wharves. All harbor movement and access requests must be submitted to COMFLEACT Sasebo Port Operations Department prior to attempting to gain access to the area.

f. Access to Akasaki, Yokose, Iorizaki, Maebata and Harioshima. Access onboard the facilities are strictly controlled by COMFLEACT Sasebo NSF; moreover, access to specific bulk petroleum tanks, magazines or other controlled access buildings and spaces are required to be coordinated through applicable access procedures promulgated by NAVSUP FLC, NMC and Naval Beach Unit SEVEN.

(1) Personnel with a valid proper access pass may enter the following restricted areas for official business only. No later than 90 days from the signature of this instruction, all personnel requiring access to these facilities are required to comply with the following:

(a) All personnel are required to be registered with COMFLEACT Sasebo NSF VCC and identified in DBIDS to access these facilities.



(b) All personnel will be in receipt of an approved DBIDS credential to facilitate access.

(c) DBIDS credentials will only be issued by ISO upon receipt of signed memorandum by the OIC of NAVSUP FLC, NMC and Naval Beach Unit SEVEN identifying the requirement for access. Any command requiring access to these facilities, which support the facilities (i.e. NAVFAC, NCTS and Port Operations) are required to coordinate with the appropriate command (NAVSUP FLC or NMC) for access.

1. Short term request, either escorted or unescorted will require a DBIDS paper pass issued by the VCC after receipt of access request by the ISO and completion of fitness, identity and purpose evaluation per Chapter 4 of this instruction.

a. Access list, roster and request will not be accepted by the ECP sentries which have not been specifically approved and signed by the ISO.

b. Any short notice request for emergent repairs<sup>123</sup> and access will need to be approved by the ISO.

2. Reoccurring access will require the issuance of a DBIDS card per Chapter 4 of this instruction. Access will only be authorized for one year from date of issue. Reissuance of the DBIDS credential will be per Chapter 4.

3. Days of the week and time frame of authorized access will be required to be identified in the access request and identified on the DBIDS credential.

4. DBIDS cards for access onto these facilities are required to be visible at all-time except when wearing them externally will inhibit scope of work.

5. DBIDS cards for access into these Restricted Areas do not replace the CAC as the principle identification for access; however, serves as the approved access credential until ePACS utilization at these facilities.

(d) Only U.S. Government personnel (Active Duty, GS Employee) are authorized to escort personnel onboard the facilities. Personnel authorized to escort will specifically be identified by the OIC in writing and submitted to the ISO. Escort privilege will be identified on the DBIDS card.

(e) Trusted Traveler program is not authorized onboard these facilities.

(f) Taxis will not be authorized.

(2) Any emergency vehicles such as Fire, Ambulance and Security are authorized access at all times.

(3) Local Japanese fire department trucks and ambulances may access as these areas to render immediate assistance when required.

g. Overtime work or overnight parking request. The sponsor must submit an overtime work request to the POCs of the restricted area where they will be working. For an overnight parking request, the sponsor will submit a request to the POC of the restricted area and the SSC no later than five working days prior to the requested date.

h. Fishing access (leisure activities). This is a program to promote morale and welfare of the personnel assigned to COMFLEACT Sasebo and tenant commands. Military/civilian personnel and local hired employees who wish to fish in the restricted fuel facilities must submit an access request form to the SSC no later than three working days prior to the fishing date. The ICO, Fuel Terminal Director and the ISO retain the authority to review/revise/terminate this program as necessary. Guests must abide by the following:

- (1) Frequency. Twice a month (Saturdays, Sundays and Holidays) are authorized.
- (2) Time. From 0800 to before sunset. Fishing under inclement weather is not authorized.
- (3) Place. Main dock area of Iorizaki and Yokose terminals. Fishing along the shore fence line is prohibited.
- (4) Authorized Members. Military, civilian, MLC personnel assigned to COMFLEACT Sasebo and tenant commands.
- (5) Fishing from docks, piers, or barges is not authorized in the vicinity of moored tankers or barges.
- (6) The Fishing will not interfere with or disturb operations or personnel on duty.
- (7) Disobedience to the rules herein will result in the loss of the privilege of the section/branch.
- (8) Any unauthorized access, accident, mishap, near miss, safety violation; security violation will result in the termination of this privilege.
- (9) Those who are authorized to fish must wear life vest at all times.
- (10) Buddy system must be maintained at all times. They will not fish alone.
- (11) Smoking and drinking alcohol will immediately terminate this program.
- (12) Instructions given by the NSF personnel on duty must be strictly followed.

(13) Personnel fishing in these areas are responsible for the cleanliness of the area. All garbage, bait chumming containers and associated fishing waste is required to be removed when leaving the area.

(14) Failure to submit an access request form to SSC by due date may result in the denial of access by the ISO.

(15) The designated person in charge of the day fishing is the only person authorized to check out the fence key; personnel must be listed on the Key Control List. Designated personnel are the only personnel authorized to open and close the gates.



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## CHAPTER 19

### Access to Other Joint Facilities

1. Sasebo Senpaku Kogyo Kabushiki Kaisha (SSK) Facility and Areas. Anyone who requires access to areas of Sasebo Heavy Industries Co. Ltd, also known as Sasebo SSK, is required to follow their sentry personnel or COMFLEACT Sasebo NSF personnel unless otherwise directed by the ISO.
2. JMSDF Facilities and Piers. JSDF sponsoring command/department has to submit an access request (enclosure (11)) to the SSC for the following occasions at least five working days prior to the access date:
  - a. Any JSDF sponsored event held at Tategami JMSDF facilities or piers which local or foreign guests will be invited to. Access of internal JSDF exercise will be exempt from submitting enclosure (11) unless otherwise directed by the ISO. The guests must be escorted by JSDF sponsor at all times.
  - b. Any munition movement. Any munition movement such as Standard Missile Three (SM3) movement or whenever the ammunition contains powders.
  - c. Any foreign military ships to be entered and moored at Tategami pier. Access by TCN ships requires prior U.S./Japan Joint committee and USFJ pre-approval. The guest policy will be directed by the ICO as necessary.
  - d. Media access. Media are required to be escorted by JMSDF PAO personnel from the ECPs at all times.
  - e. Other requests by JSDF for a streamlined access.

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## CHAPTER 20

### Step by Step Pass Process

1. Pass Process. There are multiple types of passes processed through the Sasebo VCC office. This chapter offers a basic understanding of the step by step pass processes. There may be times or circumstances that require temporary changes of this process.

2. Military and Civilians. This applies to Military Members, Sofa Status Civilians and their dependents.

a. Guests. All guests fall under the trusted traveler program located in this instruction as long as they are not Third Country Nationals. Guests can utilize multiple sources of identification when attempting to gain trusted traveler access which is also located in Chapter 3 of this instruction, for general purposes Japanese Drivers Licenses are authorized if the nationality is listed and the Japanese identification number is listed. All guest are required to vacate the installation no later than 2359. During heightened Threat and Health conditions guests are not authorized. Guest are not authorized access into restricted installations and areas mentioned in this instruction. Further guidance about Guest access can be found in this instruction.

b. House Guest Pass. House Guest are guest who will stay past 2359 or are expected to stay for more than one day. All House Guest will be required to have a back ground check (Identity Proofing, Vetting and Fitness determination). All House Guest are limited to 90 days with extensions on a case by case basis. Further guidance can be found in the House Guest Access chapter in this instruction. The following is a basic process broken down in steps for obtaining a House Guest Pass:

(1) Obtain request for House Guest Visitation Form, SECNAV 5512/1 and others as applicable at the Visitor Control Center. The form SECNAV 5512/1 is required to be signed by the guest. If your guest is not an American citizen you will also need the Personal History Statement Form (USFJ Form 196bEj, PHS).

(a) Housing Office. If you live in base housing or off base housing you will then take the paperwork and supporting documentation (Color Passport Photo, etc) to the housing office. They will review all paperwork and your housing profile this process will take five business days under normal circumstances. Once complete housing will contact you to pick up the forms. Housing will endorse for the House Guest Visitation Form. Keep in mind this is not the final approval and any attempt to utilize this form to gain access will result in confiscation of the form and denial of access.

(b) Navy Lodge. If you do not reside in housing, and you want your house to to have a place in the Navy Lodge, you will need to take the paperwork to the Navy Lodge for their approval. Follow the same process as the Housing Office.

(c) If your guest will be residing off base in their own hotel they will not need a House Guest Pass.

(2) Once you Complete Part 1) a or 1) b above you will bring the signed documents back to the VCC for final processing. This processing will take approximately five working days during normal circumstances. Foreign National and TCN processing will take approximately sixty days during normal circumstances. All processing may be extended due to unforeseen circumstances.

(3) The VCC will collect and review the forms for accuracy. VCC staff will then run the Sponsors and Guests name through available databases to see if there is any previous issues. Further background checks will be conducted at this point.

(4) If any derogatory information is found the VCC will notify the ISO. Final Determination will be made by the ISO and ICO. Please follow appeal process procedures in this instruction if you believe the information to be in error or wish to provide further information.

(5) Once the paperwork is returned to the VCC passes will be made. At this point the Requester / Sponsor will be notified of its completion and requirement for the sponsor to collect paperwork. All House Guests will normally receive Unescorted DBIDS paper pass, however certain circumstances may require the House Guest to be escorted.

c. Lost ID Report. When an individual loses their ID card they are expected to contact security front desk as soon as possible. At the front desk they will receive a Lost ID Report. This Report is not a form of identification and will not give you access onto the installation. You are required to replace your lost ID card as soon as possible. You will be required to have an escort when onboard the installation without proper identification.

d. New Spouse, Step Children, New Born and Adoption. New family members will be required escort until proper identification can be created.

(1) Child Passes. All children under the age of 12 will typically be required an escort when entering an ECP and will not normally be given an ID. Children will be given alternative Identification on a case by case basis. If your child requires access into the installation please visit the Visitor Control Center and request DBIDS Registration for Family Member. Sponsor or Parent will need to submit the registration form and a letter explaining the reason why. Once submitted determination will be made within five business days.

(2) Third Country National. New Spouses who are Third Country Nationals will not be allowed to enter the installation will be required escort into the installation by their sponsor until they receive a dependent ID.

3. Contractors. A contractors includes United States Citizens, Japanese Nationals, Foreign Nationals, and Third Country Nationals.

a. United States Citizens. Contractors who are United States Citizens will follow the below process for installation access. The process for completing this during normal circumstances takes five business days. The SECNAV 5512/1 is the primary form required for Unitized States Citizens.



(1) The Company or Organization requesting access is required to contact the VCC to collect current paperwork.

(2) The Company or Organization will appoint a Sponsor who will collect all information and supporting documentation for the require paperwork.

(3) Once complete the Sponsor will deliver all paperwork and supporting documentation to the VCC.

(4) The VCC will conduct a compliance review to make sure all information and forms are correct and then send all paperwork for back ground check.

(5) VCC will then take all paperwork and check CLEOC, DBIDS, and Debarment lists. Once verified there is no derogatory information the paperwork will be complete.

(6) The Company Sponsor will be responsible for checking with the VCC for completion of paperwork. At this point DBIDS Identification cards will be made. Typically these Identification cards will grant unescorted access, however in some circumstances the identification card will be escort only.

b. Japanese Nationals and Foreign Nationals. Contractors who are Japanese or Foreign Nationals will follow the below process for installation access. Completing this process, during normal circumstances, takes sixty business days. The SECNAV 5512/1 and the PHS is the primary form required for Japanese and Foreign Nationals.

(1) The Company or Organization requesting access is required to contact the VCC to collect current paperwork.

(2) The Company or Organization will appoint a Sponsor who will collect all information and supporting documentation for the require paperwork.

(3) Once complete the Sponsor will deliver all paperwork and supporting documentation to the VCC.

(4) The VCC will conduct a compliance review to make sure all information and forms are correct and then send all paperwork for the back ground check. If any reports are derogatory they will report to the ISO.

(5) VCC will then take all paperwork and check CLEOC, DBIDS, and Debarment lists. Once verified there is no derogatory information the paperwork will be complete.

(6) The Company Sponsor will be responsible for checking with the VCC for completion of paperwork. At this point Identification cards will be made. During the wait time for the background check VCC will issue Escort Required Identification cards only. Once the report is returned and is clear the VCC will issue unescorted cards as applicable.



c. Third Country Nationals. Contractors who are Third Country Nationals will follow the below process for installation access. Completing this process, during normal circumstances, takes sixty business days. The SECNAV 5512/1 and the PHS is the primary forms required for Third Country Nationals.

(1) The Company or Organization requesting access is required to contact the VCC to collect current paperwork.

(2) The Company or Organization will appoint a Sponsor who will collect all information and supporting documentation for the required paperwork.

(3) Once complete the Sponsor will deliver all paperwork and supporting documentation to the VCC.

(4) The VCC will conduct a compliance review to make sure all information and forms are correct and then send it for background check. This process takes at least 60 days during normal circumstances. If there is any derogatory information it will be reported to the ISO.

(5) VCC will then take all paperwork and check CLEOC, DBIDS, and Debarment lists. Once verified there is no derogatory information the paperwork will be complete.

(6) The Company Sponsor will be responsible for checking with the VCC for completion of paperwork. Once the report is returned and is clear the VCC will issue Escorted Identification cards. There will be no point that a TCN will be issued an Unescorted Identification card.

4. Third Country Nationals. Concerning circumstances not listed above pertaining to Third Country Nationals.

(1) When the Third Country National list changes and Contractor will then need to change their status from Foreign National to Third Country National that Contractors Company will need to resend background paperwork into the VCC. The Third Country National can receive an "Escort Required" Identification while waiting for the background to be complete. Once the background is complete the Contractor will receive an "Escort Required" Identification either the same as the one issued or new one. This is the only circumstance that Third Country Nationals will be allowed to access the installation without completing the process above. Third Country Nationals will not be allowed on the installation in an "Unescorted Status" if the Contractor had Unescorted Status it will be revoked when the Third Country National List changes

(2) Dependents who are Third Country Nationals will be granted access as a normal dependent.

5. JMSDF and GOJ. JMSDF and GOJ are allowed guest as per this instruction.

6. Access to Restricted Areas. Access to restricted areas can be separated into Guest List Required and Authorized Access.

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a. Guest List. To gain access for guests the sponsoring command must request it via enclosure (11). Guest will need to already have access to Unrestricted Areas of CFAS. Time to process guest list will be 5 business days.

(1) Request paperwork from VCC or utilize Enclosure (11) of this instruction.

(2) Return paperwork to VCC. VCC will send the paperwork to the Office Automation Clerk (OAC) with Security Administration. The OAC will conduct a check for any derogatory information. If there is no derogatory information it will be taken to the ISO for final approval.

(3) Once Access list is approved it will be returned to VCC and finally to the sponsor.

b. Authorized Access. Organizations asking for unescorted access to Restricted Areas.

(1) Organization will contact the VCC and request the paperwork. Contractors will need SECNAV 5512/1, PHS, and provide purpose for accessing restricted area. Send the completed forms to the VCC with supporting documents.

(2) VCC will review forms and conduct back ground checks similar to the Contractors process above.

(3) Once the forms are complete VCC will create a DBIDs pass with the specific location mentioned on the card.

7. Forms chart and days of processing under normal circumstances.

TYPE AND PROCESSING DAYS UNDER NORMAL CRICUMSTANCES	5512/2	PHS	HOUSE GUEST FORM	DBIDS APPLICATION
House Guest (US Citizen) 5 DAYS	X		X	X
House Guest (Japanese/ Foreign National) 60 DAYS	X	X	X	X
House Guest (TCN) 60 DAYS	X	X	X	X
Contractor (US Citizen) 5 DAYS	X			X
Contractor (Japanese/ Foreign National) 60 DAYS	X	X		X

Contractor (TCN) 60 DAYS	X	X		X
Minor Dependent 1- 6 HOURS				X

8. Trusted Traveler Access. Trusted Travelers Access is covered in the Access Chapter 2 of this instruction. Acceptable Identifications can be found in the Identification Chapter 3 or of this instruction. Trust Travelers will be granted access in the following circumstances and are required to leave before 2359 daily.

9. Trusted Traveler Circumstances Chart.

<div>Escort Type →</div> <div>Trusted Traveler ↓</div>	US Citizen	Japanese National	Foreign National	TCN
US Military	YES	YES	NO	NO*
DOD Civilian	YES	YES	NO	NO*
Dependent W/ Valid ID	YES	YES	NO	NO
Organization	YES	YES	NO	NO
Contractor w/ CAC	YES	YES	NO	NO
Contractor W/ DBIDs Escort	YES	YES	NO	NO
JMSDF/ GOJ	YES	YES	NO	NO

\* Immediate Family Members are exempt from DTCN requirements per reference (g). However immediate family members will be required to get a guest pass.

11. Home Visits are authorized for 24 hours in housing areas only. Minor children are authorized 48 hour Home Visits. If the guest will be staying longer then this they are required to complete a house guest pass. Further information can be found in Chapter 8 House Guest Access.



**ENTRY CONTROL POINT CATEGORIES**

Use Classification	Operational Hours	FPCON Considerations	Preferred Operation
Primary	24/7 (open continuously)	Open through FPCON DELTA where required by higher authority	Vehicle registration/visitor pass capacity. Regular operations, visitors with authorization. May also be designated as the commercial vehicle inspection station.
Secondary	Regular hours, closed at times	Potentially closed at or above FPCON CHARLIE	Regular operations, visitors with authorization. May also be designated as the commercial vehicle inspection station.
Limited use	Only opened for special purposes	Closed at most times	Tactical vehicles, hazardous materials, special events, etc.
Pedestrian access	Varies	Potentially closed at or above FPCON CHARLIE	Personnel only. May be located near installation housing areas, near schools, or as part of primary or secondary ECP.

N34  
XXXX  
DATE

From: Commander, Fleet Activities Sasebo  
To: Installation Security Officer, Fleet Activities Sasebo

Subj: BASE ACCESS APPROVED/ DISAPPROVED

Ref: (a) Installation Security Officer, Fleet Activities, Sasebo memorandum of DDMMYY  
(b) Staff Judge Advocate, Fleet Activities, Sasebo first endorsement ltr of DDMMYY

1. A thorough review of all pertinent information was conducted for the following individual.

NAME SPONSOR NAME

Last, First, MI

☐ Base access for the person above is approved to base access without an escort. However, any misconduct on base will result in a permanent suspension of future pass privileges.

☐ Base access without an escort for the person above is disapproved. The person must be constantly escorted while on base.

☐ Base access for the person above is denied. The person must be placed in Commander, Fleet Activities Sasebo Debarment List.

For further clarification or information in regards to this matter, please contact LT Sakhanyuk, Staff Judge Advocate by DSN: 252-3387.

D. J. ADAMS

Enclosure (3)

N34  
XXXX  
DATE

MEMORANDUM

From: Installation Security Officer, Fleet Activities Sasebo  
To: Commander, Fleet Activities Sasebo  
Via: Staff Judge Advocate, Fleet Activities Sasebo

Subj: RECOMMENDATION FOR BASE ACCESS APPROVE/ DISAPPROVE

Ref: (a) CNIC-M 5530.2  
(b) COMFLEACTINST 5500.1  
(c) Access Request Package

1. Per reference (a) through (c), I have been briefed on the base access request and background results for the following individual.

NAME

SPONSOR NAME

Last, First, MI

2. My recommendation is as follows:

☐ \*Base access for the above is **approved**.

☐ \*Base access **denied**. Member must be placed on the Commander, Fleet Activities Sasebo Debarment list.

☐ \*Base access **approved for escort required only**.

3. I can be reached at Stephen.Caezza@fe.navy.mil 1 or DSN 252-2385

S. J. CAEZZA



DATE

FIRST ENDORSEMENT on Installation Security Officer Memorandum of XX Dec 21

From: Staff Judge Advocate, Fleet Activities Sasebo

To: Commander, Fleet Activities Sasebo

Subj: RECOMMENDATION FOR BASE ACCESS APPROVE/ DISAPPROVE

Ref: (a) CNICINST 5530 .14A

(b) COMFLEACTINST 5500.1

(c) Access Request Package

1. Per reference (a) through (c), I have been briefed on the base access request and background results for the following individual.

NAME

SPONSOR NAME

Last, First MI.

2. My recommendation is as follows:

☐ \*Base access for the above is **approved**.

☐ \*Base access **denied**. Member must be placed on the Commander, Fleet Activities Sasebo Debarment list.

☐ \*Base access **approved for escort required only**.

3. I can be reached at Alexander.Sakhanyuk@fe.navy.mil or DSN 252-3387

S. SAKHANYUK

**DESIGNATED THIRD COUNTRY NATIONAL LIST**

	Afghanistan		Nicaragua
	Algeria		Nigeria
	Armenia		Oman
	Azerbaijan		Pakistan
	Belarus		Palestinian Territory, Occupied
**	China		Qatar
	Cuba	*	Russian Federation
	Djibouti		Saudi Arabia
	Ecuador		Serbia
	Egypt		Somalia
	Georgia		South Africa
**	Hong Kong		Sudan
	India		South Sudan
	Indonesia		Syrian Arab Republic
*	Iran (Islamic Republic of)	**	Taiwan (ROC)
	Iraq		Tajikistan
	Jordan		Tunisia
	Kazakhstan		Turkey
	Kenya		United Arab Emirates
	Korea, Democratic People's Republic of		Uzbekistan
*	Kuwait		Venezuela
	Kyrgyzstan		Vietnam
*	Lebanon		Yemen
	Libya		
**	Macau		
* - Requires coordination with USFJ J54 & USINDOPACOM J514. Ref Para 4.3 for guidance.			
** - Requires OSD Approval. Ref Para 4.3 for guidance.			

**LIST OF IDENTITY PROOFING DOCUMENTS**

**Table 12-1. List of Identity Proofing Documents**

<b>Documents that Establish Identity</b>
1. U.S. Passport or Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)
4. Employment Authorization Document (Card) that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status: (a) Foreign passport; and (b) Form I-94 or Form I-94A has the following: (1) Bearing the same name as the passport; and (2) An endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Driver's license or ID card issued by a RealID Act compliant state or outlying possession of the U.S., provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address. Licenses or IDs possessing "NOT APPLICABLE FOR FEDERAL PURPOSES" will not be accepted.
7. State-issued Enhanced Driver's licenses
8. Driver's license issued by the U.S. Department of State
9. Border Crossing Card (Form DSP-150)
10. Identification card issued by Federal, State, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.
11. Veteran Health Identification Card (VHIC) issued by the Department of Veterans Affairs
12. Department of Homeland Security "Trusted Traveler" Cards (Global Entry, NEXUS, SENTRI, FAST)
13. U.S. Certificate of Naturalization or Certificate of Citizenship (Form N-550)
14. School identification card with a photograph
15. Persons under the age of 18 who are unable to present a document listed above may present one of the below documents. (a) School record or report card (b) Day care or nursery school record (c) Birth certificate (original or certified copy)
16. Native American Tribal Photo ID cards



**REQUEST FOR HOUSE GUEST VISITATION**

Date: \_\_\_\_\_

From: \_\_\_\_\_  
LAST, First MI

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

Ref: (a) CFASINST 5500.1G

Subj: REQUEST FOR HOUSE GUEST VISITATION

1. Sponsor Information

Name: \_\_\_\_\_ Rank/Rate: \_\_\_\_\_  
LAST, First MI

Current Address: \_\_\_\_\_

Home Phone#/ Work phone#: \_\_\_\_\_ / \_\_\_\_\_

Command: \_\_\_\_\_

2. Guest Information

Relationship to Sponsor: \_\_\_\_\_

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

Guest Visitation Dates From: \_\_\_\_ To: \_\_\_\_\_ Total Days: \_\_

Landing Permission Dates From: \_\_\_\_ To: \_\_\_\_\_

Current Address: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Passport #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Country Passport Issued: \_\_\_\_\_ Nationality: \_\_\_\_\_

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

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

Reason for Visit: \_\_\_\_\_

Remarks: \_\_\_\_\_

Subj: REQUEST FOR HOUSE GUEST VISITATION

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

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

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

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

d. \_\_\_\_\_ Any extension to this approval must be requested 30 days in advance. Extension of guest visitation requests greater than 90 days for on-base and off-base housing guest must be forwarded to CFAS Commanding Officer via HSC or NGIS or Navy Lodge for final approval and requires the Sponsoring Commanding Officer's or OIC signature endorsement (By direction is not authorized).

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

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

-----  
Date: \_\_\_\_\_

First Endorsement

From: CFAS Housing Service Center (HSC) Director/ Navy Gate Inns and Suites (NGIS) Sasebo Manager / Navy Lodge Sasebo Manager

To: Security Officer, Fleet Activities, Sasebo

1. The sponsor information and house guest request are reviewed

properly by the appropriate Government Housing Manager (Base Housing Director / NGIS Manager / Navy Lodge Manager)

a. Recommend Approval / Disapproval

b. Remarks: \_\_\_\_\_

Signature of Government

\_\_\_\_\_

Housing Manager





CUI (when filled in)		OMB 0703-0061 05/31/2024	
<b>EMPLOYMENT ACTIVITY INFORMATION</b>			
25. EMPLOYER NAME AND ADDRESS (include city/state/zip code):		EMPLOYER PHONE (include Area Code):	
26. SUPERVISOR NAME AND ADDRESS (include city/state/zip code):		SUPERVISOR PHONE (include Area Code):	
27. Check the applicable box for WORK HOURS box or check the OTHER box and enter the work hours, then check the applicable box for WORK DAYS:			
WORK HOURS: <input type="checkbox"/> 0600-1800 <input type="checkbox"/> 0800-1700 <input type="checkbox"/> OTHER _____		WORK DAYS: <input type="checkbox"/> SN <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> ST	
<b>PRIOR FELONY CONVICTIONS</b>			
28. Have you ever been convicted of a Felony? <input type="checkbox"/> YES <input type="checkbox"/> NO _____ Initial			
<b>REQUIREMENT TO RETURN LOCAL POPULATION ID CARD</b>			
29. I understand that I am required to return my Local Population Identification Card to the Base Pass Office when it expires or if my employment is terminated for any reason. _____ (Initial)			
<b>AUTHORIZATION AND RELEASE AND CERTIFICATION</b>			
<p>30. I hereby authorize the DOD/DON and other authorized Federal agencies to obtain any information required from the Federal government and/or state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Security Service (DSS), the U.S. Department of Homeland Security (DHS).</p> <p>I have been notified of DON right to perform minimal vetting and fitness determination as a condition of access to DON installation/facilities. I understand that I may request a record identifier, the source of the record and that I may obtain records from the State Law Enforcement Office as may be available to me under the law. I also understand that this information will be treated as privileged and confidential information.</p> <p>I release any individual, including records custodians, any component of the U.S. Government or the Individual State Criminal History Repository supplying information, from all liability for damages that may result on account of compliance, or any attempts to comply with this authorization. This release is binding, now and in the future, on my heirs, assigns, associates, and personal representative(s) of any nature. Copies of this authorization that show my signature are as valid as the original release signed by me.</p> <p>FALSE STATEMENTS ARE PUNISHABLE BY LAW AND COULD RESULT IN FINES AND/OR IMPRISONMENT UP TO FIVE YEARS.</p> <p>BEFORE SIGNING THIS FORM, REVIEW IT CAREFULLY TO MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS FULLY AND CORRECTLY.</p> <p>I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE BY ME ON THIS FORM ARE TRUE, COMPLETE AND CORRECT.</p> <p>DATE _____ SIGNATURE _____</p> <p>FINAL DETERMINATION ON YOUR ACCESS: The Base Commanding Officer has final authority for determination on granting physical access to DON controlled installations/facilities under his/her jurisdiction.</p>			
<b>BELOW COMPLETED BY BASE REGISTRAR PERSON CONDUCTING IDENTITY PROOFING and NCIC CHECK</b>			
31. INFORMATION VERIFIED BY:	32. ENTERED IN C/S SYSTEM BY:	33. PASS ISSUE DATE:	34. PASS EXPIRATION DATE:
35. NCIC CHECK PERFORMED BY:	36. RESULTS OF NCIC CHECK:		37. RESULTS OF LOCAL RECORDS CHECK:
	<input type="checkbox"/> NO RECORDS <input type="checkbox"/> RECORD IDENTIFIER RECORD NUMBER: _____		<input type="checkbox"/> NO RECORDS <input type="checkbox"/> RECORD IDENTIFIER RECORD NUMBER: _____
<p>Office of Under Secretary of Defense Directive-Type Memorandum (DTM) 09-012, "Interim Policy Guidance for DoD Physical Access Control," December 8, 2009. DTM 09-012 requires that DoD Installation government representatives query the National Crime Information Center (NCIC) and Terrorist Screening Database to vet the claimed identity and to determine the fitness of non-federal government and non-DoD-issued card holders (i.e. visitors) who are requesting unescorted access to a DoD Installation. The minimum criteria to determine the fitness of a visitor is: 1) not on a terrorist watch list; 2) not on an DoD Installation debarment list; and 3) not on a FBI National Criminal Information Center (NCIC) felony wants and warrants list. Additionally, SECNAV Memo, Policy for Sex Offender Tracking and Assignment and Access Restrictions within the Department of the Navy, of 7 Oct 08 and OPNAVINST 1752.3 established the Navy's policy on sex offenders, requiring Region Commanders (REGCOMs) and Installation Commanding Officers (COs) to prohibit sex offender access to DoN facilities and Navy owned, leased or PPV housing. This form describes the authority and purpose to collect and share the required information; and identifies the applicant/visitor and sponsor; and authorizes the DoD to perform the minimum vetting and fitness determination criteria. A favorable response on the vetting and fitness determination is required to receive access to DOD-controlled installation/facilities.</p>			



CUI (when filled in)

OMB 0703-0061 05/31/2024

Instruction for completing the Local Population Access Registration Form

**INSTRUCTIONS:** Please complete all information in black ink (printed) or by typing. By voluntarily providing your Personal Information, you agree to the following terms and restrictions:

**RESTRICTIONS:** Local Population Identification Card/Base Access Pass may only be used by person to whom they are issued and for the specific business/purpose issued. Applicants are reminded that soliciting (i.e., door-to-door sales) is prohibited on the base, and that such activity is grounds for cancellation of the Pass. Additionally, such action may result in debarment from the base and legal action. The Base Commanding Officer has discretion over specifying the period of validity for any Local Population ID Cards/Base Access Passes that are issued under his/her jurisdiction. Review the Privacy At Statement that is printed at the top of the form

<p>Block 1: Enter the Last Name.</p> <p>Block 2: Enter the First Name.</p> <p>Block 3: Enter the Middle Name.</p> <p>Block 4: If applicable, check the box for Name Suffix.</p> <p>Block 5: Check the applicable box for Race.</p> <p>Block 6: Check the applicable box for Gender.</p> <p>Block 7: Enter Date of Birth.</p> <p>Block 8: Enter City of Birth.</p> <p>Block 9: Enter State of Birth.</p> <p>Block 10: Enter Country of Birth.</p> <p>Block 11: Check the applicable box for US Citizenship.</p> <p>Block 12: If not a US Citizen, enter the name of the Country of Citizenship.</p> <p>Block 13: Two forms of identity source documents from the list of acceptable documents listed below must be presented to the base registrar with this completed form. Check the box for the type of Documents that will be presented for identity proofing. If the document type is not listed, use the two rows under Other Approved Identity Source Documents to enter the type of document(s) that you will present.</p> <p>Block 14: Enter the Document Number located on the Identity Proofing Source document that was checked in Block 13.</p> <p>Block 15: Enter the State that issued the Identity Source Document.</p> <p>Block 16: Enter the Country that issued the Identity Source Document.</p>	<p>Block 17: Enter the Date that the Identity Source Document was issued.</p> <p>Block 18: Enter the Date that the Identity Source Document will expire.</p> <p>Block 19: Enter Weight in pounds.</p> <p>Block 20: Enter Height in inches.</p> <p>Block 21: Check the applicable box for Hair Color.</p> <p>Block 22: Check the applicable box for Eye Color.</p> <p>Block 23: Enter Home Address including City, State, Zip Code, and Home Telephone Number.</p> <p>Block 24: Enter Name of Registrant's Base Sponsor and Base Sponsor's Telephone Number.</p> <p>Block 25: Enter Employer Name and address including City, State, Zip Code, and Employer's Telephone Number.</p> <p>Block 26: Enter Supervisor's Name including City, State, Zip Code, and Supervisor's Telephone Number.</p> <p>Block 27: Check the applicable box for Work Hours box or check the OTHER box and enter the work hours, then check applicable boxes for Work Days.</p> <p>Block 28: Check the applicable answer if you have been convicted of Felony and enter initials.</p> <p>Block 29: Check the applicable box for felony conviction.</p> <p>Block 30: Enter initials to accept terms for returning Local Population Identification Card.</p> <p>Block 31: Sign and date the form to attest that the foregoing information is true and complete to best of your knowledge.</p>
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LIST OF ACCEPTABLE DOCUMENTS - All documents must not be expired.

Must present one selection from List A or a combination of one selection from List B and one selection from List C.

List A - Documents that Establish Identity and Employment Authorization	OR	List B - Documents that Establish Identity	AND	List C - Documents that Establish Employment Authorization
<p>1. U.S. Passport or U.S. Passport Card</p> <p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551).</p> <p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.</p> <p>4. Employment Authorization Document that contains a photograph (Form I-766).</p> <p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <p>a. Foreign Passport; and</p> <p>b. Form I-94 or Form I-94A that has the following:</p> <p>(1) The same name as the passport; and</p> <p>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with and restrictions or limitations identified on form.</p> <p>6. Passport from the Federal States of Micronesia (FSM) or the Republic of the Marshall Islands (RM) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and FSM or RM.</p>		<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.</p> <p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.</p> <p>3. School ID card with a photograph</p> <p>4. Voter's registration card.</p> <p>5. U.S. Military card or draft record.</p> <p>6. Military dependent's ID card.</p> <p>7. U.S. Coast Guard Merchant Mariner Card.</p> <p>8. Native American tribal document.</p> <p>9. Driver's license issued by a Canadian government authority.</p> <p>For persons under age 18 who are unable to present a document listed above:</p> <p>10. School record or report card.</p> <p>11. Clinic, doctor, or hospital record.</p> <p>12. Day-care or nursery school record.</p>		<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</p> <p>(1) NOT VALID FOR EMPLOYMENT</p> <p>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION.</p> <p>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION.</p> <p>2. Certification of Birth Abroad issued by the Department of State (Form FS-545).</p> <p>3. Certification of Birth issued by the Department of State (Form DS-1360).</p> <p>4. Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal.</p> <p>5. Native American tribal document.</p> <p>6. U.S. Citizen ID Card (Form I-197).</p> <p>7. Identification Card for Use of Resident Citizen in the United States (Form I-179).</p> <p>8. Employment authorization document issued by the Department of Homeland Security.</p>

The remainder of the form will be completed by the Base Registrar Person conducting Identity Proofing process and NCIC check.

AGENCY DISCLOSURE STATEMENT:

The public reporting burden for this collection of information, OMB 0703-0061, is estimated to average ten (10) minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, Executive Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently



**USFJ FORM 196aEj PERSONAL HISTORY STATEMENT**

<b>PRIVACY ACT STATEMENT</b>									
<p><b>AUTHORITY:</b> 5 US Code Section 552a(e)(3)</p> <p><b>PRINCIPAL PURPOSE(S):</b> To maintain personal history statement from employees.</p> <p><b>ROUTINE USE(S):</b> Used by both USFJ Installations and the Government of Japan in collecting personal history statement. The information provided may be disclosed to any DoD component in the pursuit of their official duties.</p> <p><b>WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:</b> The information solicited in this form is mandatory for officials of both USFJ Installations and the Government of Japan collecting personal history statement. Failure to furnish this information may impede processing the employment action in accordance with Master Labor Contract, Marines Contract, and Indirect Hire Agreement.</p>									
<b>PERSONAL HISTORY STATEMENT</b> <b>履歴書</b> <small>記入欄が不足の場合は別紙に項目番号をつけて記入して下さい</small>					<b>PART A - GENERAL INFORMATION</b> <small>IF MORE SPACE IS REQUIRED, USE SEPARATE SHEETS OF PAPER IDENTIFYING EACH ITEM BY NUMBER.</small>				
1. 氏名 (フリガナ)			2. 生年月日		1. NAME (Last, First)			2. DATE OF BIRTH	
3. 現住所 (〒                      )					3. PRESENT ADDRESS (T                      )				
4. 電話番号 (自宅又は携帯)		5. 電話番号 (職場)		6. 性別		4. HOME OR CELLULAR PHONE NO.		5. WORK PHONE NO.	
7. Eメールアドレス					7. E-MAIL ADDRESS				
8. 健康状態および身体障害の種類、等級、傷痕などの特徴					8. PHYSICAL CONDITIONS, KIND & DEGREE OF HANDICAPS, SCARS, ETC.				
9. 国籍		10. 在留カード番号および有効期限年月日			9. CITIZENSHIP		10. RESIDENCE CARD NO. AND PERIOD OF VALIDITY		
11. 米国家人/軍属の配偶者又は扶養家族ですか? <input type="checkbox"/> はい <input type="checkbox"/> いいえ					11. ARE YOU A SPOUSE OR DEPENDENT FAMILY MEMBER OF U.S. MILITARY/CIVILIAN? <input type="checkbox"/> YES <input type="checkbox"/> NO				
12. 学歴 (古い順に記載)			年 月		12. EDUCATION (IN CHRONOLOGICAL ORDER)			YEAR-MONTH	
学校			卒業		SCHOOL			GRADUATED	
学科			より		COURSE			FROM	
所在地			まで		ADDRESS			TO	
学校			卒業		SCHOOL			GRADUATED	
学科			より		COURSE			FROM	
所在地			まで		ADDRESS			TO	
学校			卒業		SCHOOL			GRADUATED	
学科			より		COURSE			FROM	
所在地			まで		ADDRESS			TO	
学校			卒業		SCHOOL			GRADUATED	
学科			より		COURSE			FROM	
所在地			まで		ADDRESS			TO	
学校			卒業		SCHOOL			GRADUATED	
学科			より		COURSE			FROM	
所在地			まで		ADDRESS			TO	

13. 免許証、証明書、その他の技能、資格		13. LICENSES, CERTIFICATES, AND JOB-RELATED SKILLS	
英文タイプ	語/分	ENGLISH TYPING	WPM
14. 履歴（失業期間も含めて新しいものから記載）		14. LIST ALL EMPLOYMENT (STARTING FROM MOST RECENT, INCLUDING PERIODS OF UNEMPLOYMENT)	
年 月		YEAR-MONTH	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM
	まで		TO
職種		POSITION	
退職理由		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	ADDRESS	FROM

**AUTHORITY:** 5 US Code Section 552a(e)(3)

**PRINCIPAL PURPOSE(S):** To maintain personal history statement from employees.

ROUTINE USE(S): Used by both USFJ installations and the Government of Japan in collecting personal history statement. The information provided may be disclosed to any DoD component in the pursuit of their official duties.

WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:

The information solicited in this form is mandatory for officials of both USFJ installations and the Government of Japan collecting personal history statement. Failure to furnish this information may impede processing the employment action in accordance with Master Labor Contract, Marines Contract, and Indirect Hire Agreement.

USFJ FORM 196bEJ, 20210324 (EF)

PREVIOUS EDITIONS ARE OBSOLETE

PAGE 1 OF 3 PAGES



25. 親族 (死亡の場合は、死亡と書き、その住所、年月日を記入して下さい) (氏名にはフリガナをつける)				25. RELATIVES (IF DECEASED, SO STATE, AND GIVE LAST ADDRESS AND DATE)			
A. 配偶者		生年月日		A. SPOUSE		DATE OF BIRTH	
氏名				NAME			
旧姓				NEE			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			
B. 前配偶者		生年月日		B. FORMER SPOUSE		DATE OF BIRTH	
氏名				NAME			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
婚姻年月日と記録所在地				PLACE AND DATE WHERE MARRIAGE RECORDED			
離婚年月日と記録所在地				PLACE AND DATE WHERE DIVORCE RECORDED			
出生地				PLACE OF BIRTH			
C. 養父		生年月日		C. FATHER		DATE OF BIRTH	
氏名				NAME			
旧姓 (もしあれば)				NEE			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			
D. 養母		生年月日		D. MOTHER		DATE OF BIRTH	
氏名				NAME			
旧姓				NEE			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			
E. 子		性別	生年月日	E. CHILDREN		SEX	DATE OF BIRTH
氏名				NAME			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			
		性別	生年月日			SEX	DATE OF BIRTH
氏名				NAME			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			
		性別	生年月日			SEX	DATE OF BIRTH
氏名				NAME			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			
		性別	生年月日			SEX	DATE OF BIRTH
氏名				NAME			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			

26. 親族 (死亡の場合は、死亡と書き、その住所、年月日を記入して下さい) (氏名にはフリガナをつける) (前ページの続き)			26. CONTINUED FROM PREVIOUS PAGE		
F. 兄弟姉妹	性別	生年月日	F. BROTHERS AND SISTERS	SEX	DATE OF BIRTH
氏名			NAME		
本籍地			PERMANENT ADD.		
現住所			PRESENT ADD.		
出生地			PLACE OF BIRTH		
氏名			NAME		
本籍地			PERMANENT ADD.		
現住所			PRESENT ADD.		
出生地			PLACE OF BIRTH		
氏名			NAME		
本籍地			PERMANENT ADD.		
現住所			PRESENT ADD.		
出生地			PLACE OF BIRTH		
27. あなたは又は家族が現在あるいは過去に政治団体に加入したことがありますか? (はい)の場合、団体名を記入して下さい。 ( ) はい ( ) いいえ			27. ARE YOU OR ANY MEMBER OF YOUR FAMILY PRESENTLY OR FORMERLY A MEMBER OF ANY POLITICAL ORGANIZATION? IF YES, STATE WHICH ORGANIZATION. ( ) YES ( ) NO		
28. あなたが加入している、又はしたことがある団体、クラブ、協会の名と住所を 記入して下さい			28. LIST ALL ORGANIZATIONS, SOCIETIES, CLUBS AND ASSOCIATIONS PAST OR PRESENT IN WHICH YOU HAVE HELD MEMBERSHIP. GIVE COMPLETE NAMES AND ADDRESSES.		
29. 追加事項			29. ADDITIONAL INFORMATION		
<p>30. この履歴書中のどの項目について、もし虚偽の記述をした場合には、直ちに解雇又は就職申込が不承認になりうることを私は承知しています。 ここに記入した事柄は私の知る限り、又信じる限り事実であることの証明として署名します。</p> <p>I UNDERSTAND THAT FALSIFICATION OF ANY ITEM HEREIN MAY RESULT IN THE IMMEDIATE TERMINATION OF MY EMPLOYMENT OR DISAPPROVAL OF MY APPLICATION. I PLACE MY SIGNATURE IN CERTIFICATION THAT THE INFORMATION CONTAINED HEREIN IS THE TRUTH TO THE BEST OF MY KNOWLEDGE AND BELIEF.</p>					
31. DATE 年月日		SIGNATURE OF APPLICANT 本人の署名			
32. DATE 年月日		NAME OF WITNESS 証人の氏名		SIGNATURE OF WITNESS 証人の署名	

**Guest Authorization Chart**

<b>Status/Grade</b>	<b>Number of Guests Authorized</b>
E4 and Senior, including their dependents age 18 and above.	10 guests per household onto main base and housing areas.
E3 and below, including their dependents age 18 and above.	5 guests per household onto main base and housing areas.
Civilian personnel (SOFA and non-SOFA) who have a valid CAC including their dependents age 18 and above.	10 guests per household onto main base and housing areas.
JSDF personnel with authorized identification.	10 guest onboard main base only.
Dependents age's 14 – 17 with dependent ID.	Two guests ages 17 and below onto main base and housing areas.
Residents of housing, age's 12 – 14 with Student ID or DBIDs ID.	Two guests ages 17 and below onto housing areas only.

**Any requested deviation from the authorized number of guests and this instruction must be approved by the ICO or the ISO. TCNs will not be authorized as guests unless they are immediate family members.**



**PENALTIES FOR VIOLATING GUEST REGULATIONS**

<b>OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FORTH OFFENSE</b>
Sponsor fails to keep guest under escort.	Warning	Escort/Guest Privileges Suspended for 30 Days.	Escort/Guest Privileges Suspended for 120 Days.	Permanent Loss of Escort/Guest Privileges.
Sponsor escorts guest into an unauthorized area.	Warning	Escort/Guest Privileges Suspended for 30 Days.	Escort/Guest Privileges Suspended for 120 Days.	Permanent Loss of Escort/Guest Privileges.
Sponsor falsifies information of guest (Name, Address, Vehicle License Number, etc.).	Warning	Escort/Guest Privileges Suspended for 30 Days.	Escort/Guest Privileges Suspended for 120 Days.	Permanent Loss of Escort/Guest Privileges.
Sponsor encourages minor age guest to partake in an unauthorized activity.	Escort/Guest Privileges Suspended for 30 Days.	Escort/Guest Privileges Suspended for 90 Days.	Escort/Guest Privileges Suspended for 120 Days.	Permanent Loss of Escort/Guest Privileges.
Guest fails to remain under escort of sponsor.	Visitation Privileges Suspended for 30 Days.	Visitation Privileges Suspended for 60 Days.	Visitation Privileges Suspended for 90 Days.	Permanent Loss of Visitation Privileges.
Guest enters an unauthorized area.	Warning	Visitation Privileges Suspended for 60 Days.	Visitation Privileges Suspended for 120 Days.	Permanent Loss of Visitation Privileges.
Guest falsifies information (Name, Address, Vehicle License Number, etc.).	Visitation Privileges Suspended for 30 Days.	Visitation Privileges Suspended for 90 Days.	Visitation Privileges Suspended for 120 Days.	Permanent Loss of Visitation Privileges.
Minor guest partakes in an unauthorized activity.	Visitation Privileges Suspended for 30 Days.	Visitation Privileges Suspended for 90 Days.	Visitation Privileges Suspended for 120 Days.	Permanent Loss of Visitation Privileges.

TIME & DATE: EXAMPLE: 1200 - 1500, 15 May 09 (Fri)  
PURPOSE: To have a lunch at HVC  
DESTINATION: Harbor View Club  
GATE: Main Base Main Gate  
SPONSOR& Phone: Mr./ Ms. Smith/252-XXXX  
REMARKS: 1. Listed guests escorted by the sponsor access on foot via Main Base Main Gate.

[illegible]

APPOINTMENT DATE :		TIME:	DATE RECEIVED:	BY:
<b>DBIDS CARD / PAPER PASS</b>				
LAST (姓)		FIRST (名)		MIDDLE
DOB (生年月日):MM/DD/YYYY		GENDER (性別)		NATIONALITY (国籍)
		MALE / FEMALE (circle)		
DRIVER'S LICENSE NO.		ID TYPE :		DBIDS NO.
		ID NO :		
HAIR COLOR (髪の色)	EYE COLOR (目の色)	HT (身長/Ft.In.)	WT (体重/Pounds)	
CURRENT ADDRESS / 現住所(英語及び漢字)				
/				
PERMANENT ADDRESS FOR JAPANESE ONLY / 本籍地(日本人のみ)				
PLACE OF BIRTH (出生地) :				
/				
〒郵便番号/ZIP CODE	MOBILE OR HOME NO. (携帯電話/自宅)		EMAIL ADDRESS	
COMPANY NAME (申請者の所属会社)			WORK PHONE NO. (勤務先の電話)	
TIME (入門時間) FROM ~ TO		DAYS OF WEEK (入門曜日)		DATE OF ENTRY (申請期間)
~		S / M / T / W / T / F / S (circle)		/ / ~ / /
MAIN CONTRACTOR (元請会社):				
PHONE NO (電話番号):			CONTRACT PERIOD (契約期間)	
CONTRACT NO (契約番号):			~	
CONTRACT TITLE (契約名称):				
ACCESS AREA (行先)				
1. MAIN BASE 2. M/B HOUSING 3. HARIO HOUSING 4. FIDDLER'S GREEN 5. M/B PIERS				
6. AKASAKI 7. IORIZAKI 8. YOKOSE 9. MAEBATA ORD 10. HARIO SHIMA ORD (circle)				
SPONSORING ORGANIZATION (スポンサー部署)		SPONSOR'S NAME (TYPE)		
SPONSOR'S E-MAIL :		SPONSOR'S SIGNATURE		
SPONSOR'S PHONE NO				
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 Base Pass.				
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 Base Pass				
PASS COORDINATOR (パスコーディネーター)		PASS & ID OFFICE		
NAME & PHONE NO :				
DATE RETURNED :		BY		CONFIRMED BY :
TRANSMITTAL / FILE NO :		DATE TRANSFERRED :		

200-1, 20190306



**PERSONNEL AUTHORIZED TO SIGN BASE ACCESS APPLICATIONS**

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

Subj: LIST OF PERSONNEL AUTHORIZED TO SIGN BASE ACCESS APPLICATIONS

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

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

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

Name (LAST, First MI)	Rank/Grade
_____	_____
_____	_____
_____	_____

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

\_\_\_\_\_  
Sponsoring command DH's Signature

**VISITOR ACCESS REQUEST FOR THIRD COUNTRY NATIONAL**

Date: \_\_\_\_\_

From: \_\_\_\_\_

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

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

Via: (1) Supervisory Special Agent, NCIS Resident Agency Sasebo

(2) Security Officer, U.S. Fleet Activities, Sasebo, Japan

Subj: ACCESS REQUEST FORM FOR THIRD COUNTRY NATIONAL

Ref: (a) USFJ Instruction 31-204

1. In accordance with reference (a), I request authorization for my guest to access Fleet Activities Sasebo. I am a member of the U.S. Armed Forces covered under the U.S.-Japan Status of Forces Agreement (or I am a civilian who is SOFA sponsored). I will sponsor

and escort the guest(s) at all times while on Fleet Activities Sasebo. The guest has been briefed that the pass will be utilized only for

the intended purpose. The following information pertains to my guest(s):

Guest Name: \_\_\_\_\_ Nationality: \_\_\_\_\_ Gender: Male/Female

(LAST, First, M)

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Passport Number: \_\_\_\_\_ Occupation: \_\_\_\_

(MM / DD / YYYY)

Present address: \_\_\_\_\_

Permanent address: \_\_\_\_\_

Address during visit: \_\_\_\_\_

Relationship to Sponsor: \_\_\_\_\_ Destination: \_\_\_\_\_

Date and Time: \_\_\_\_\_ Purpose of visit: \_\_\_\_\_

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

3. Remarks:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Sponsor's Print Name & Signature

FIRST ENDORSEMENT

Date: \_\_\_\_\_

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

1. Security Check completed on \_\_\_\_\_

\_\_\_\_\_  
Print Name & Signature

-----  
SECOND ENDORSEMENT

Date: \_\_\_\_\_

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

1. Forwarded recommending approval / disapproval.

2. Guest has been authorized previously: Yes (Date(s) : \_\_\_\_\_) / No

\_\_\_\_\_  
Print Name & Signature

-----  
FINAL APPROVAL

Date: \_\_\_\_\_

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

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

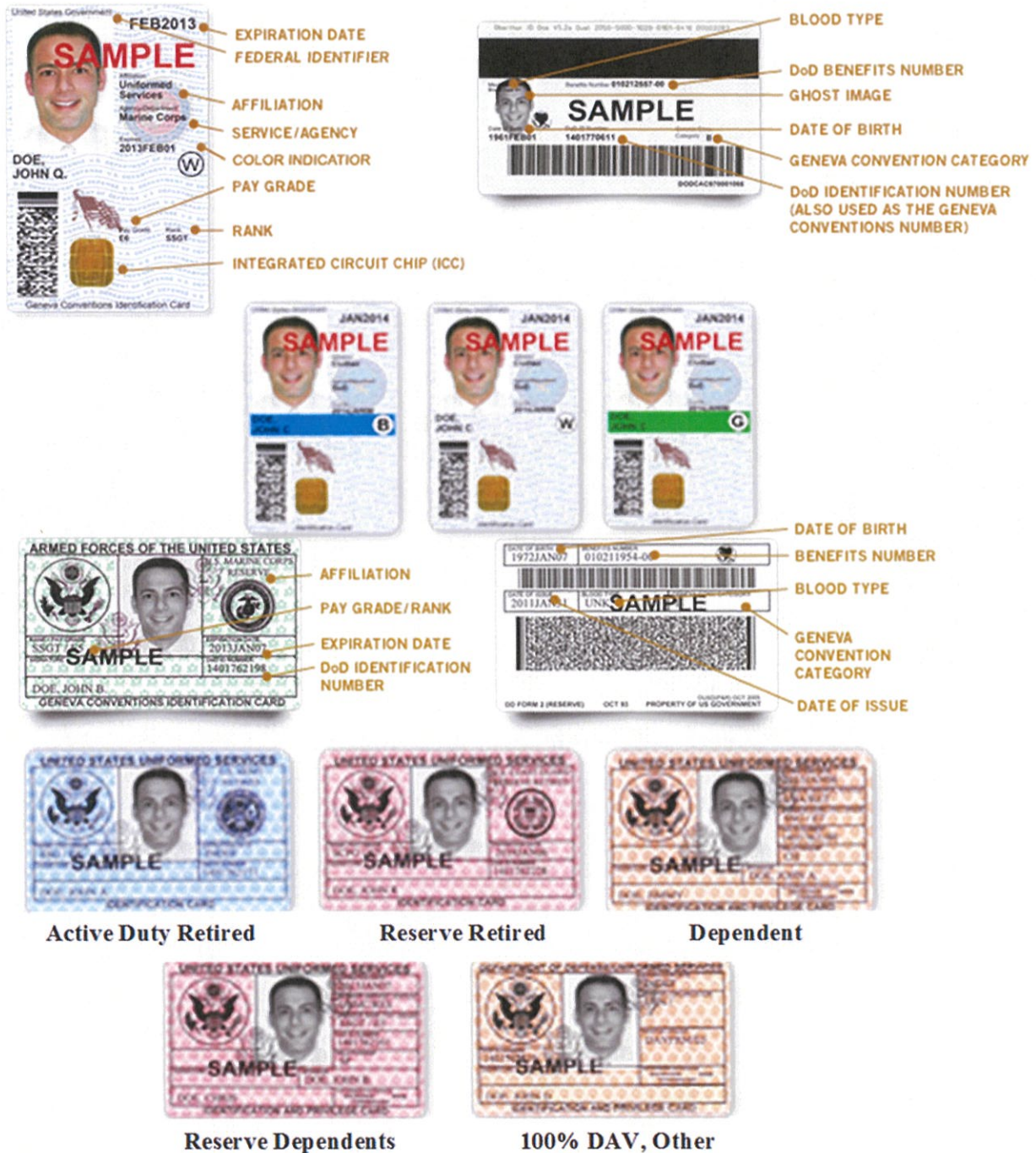
1. Your request as stated has been approved / disapproved.

\_\_\_\_\_  
Print Name & Signature



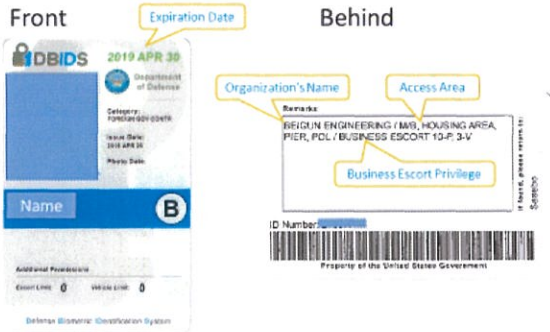
COMFLEACTSASEBOINST 5500.1H  
28 Mar 2022

**AUTHORIZED IDENTIFICATION EXAMPLES**



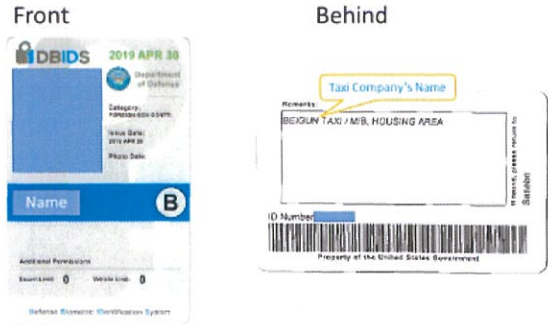
## Sample of DBIDS Card

### 1. Foreign GOV Contractor



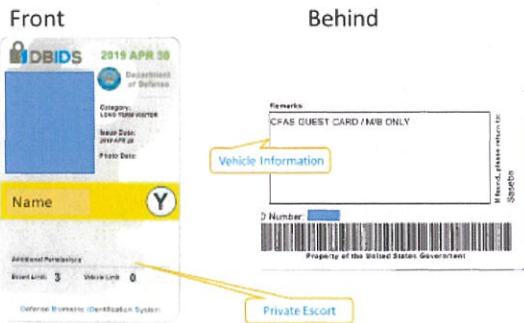
## Sample of DBIDS Card

### 2. Foreign GOV contractor (Taxi Driver)



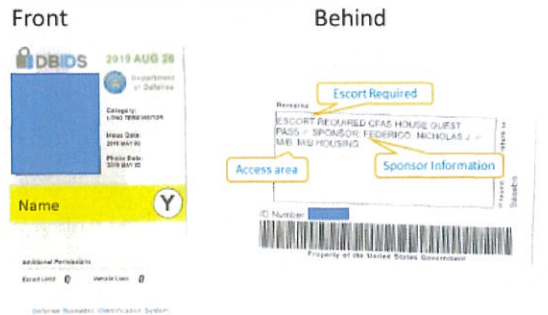
## Sample of DBIDS Card

### 3. CGC (CFAS Guest Card)



## Sample of DBIDS Card

### 4. CFAS House Guest Pass(CGC, Over 30 days) Escort Required(If necessary)



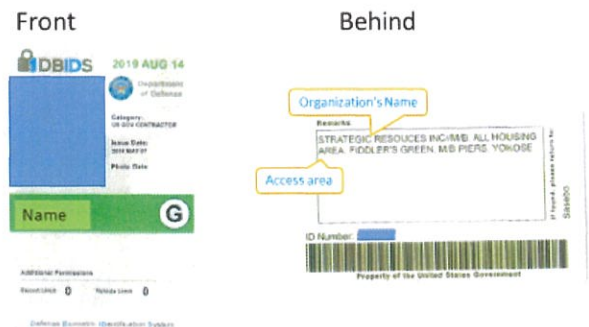
## Sample of DBIDS Card

### 5. SOFA Home Schooled or off-base School Student



## Sample of DBIDS Card

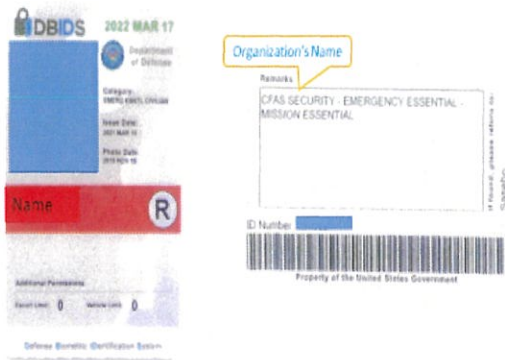
### 6. US GOV Contractor





## Sample of DBIDS Card

### 7. Emergency Essential – Mission Essential



## Sample of DBIDS Card

### 8. MLC retired member



## Sample of DBIDS Paper Pass

### 1. Foreign GOV Contractor Escort Required(If necessary)



## Sample of DBIDS Paper Pass

### 2. House Guest Pass(Less than 30days)



UNC FORM 4

**UNITED NATIONS COMMAND  
IDENTIFICATION CARD**

PHOTO <small>with Number Band and ESN</small>	NAME
SIGNATURE	DATE FOR EXPIRATION

UNC Form 4 Replaces UNC Form 4, 1 Nov 80. PROPERTY OF UN COMMAND

**UNITED NATIONS COMMAND  
IDENTIFICATION CARD**

DATE OF BIRTH	COLOR OF HAIR	<p>Use of the UN Command ID Card is restricted to personnel in uniform or in the Government of Japan or the Republic of Korea in Korea and the adjacent waters. It is not valid for travel outside the Korean Peninsula.</p> <p>The card is issued to personnel in uniform or in the Government of Japan or the Republic of Korea who are authorized to enter the Korean Peninsula.</p> <p>The card is issued to personnel in uniform or in the Government of Japan or the Republic of Korea who are authorized to enter the Korean Peninsula.</p> <p>The card is issued to personnel in uniform or in the Government of Japan or the Republic of Korea who are authorized to enter the Korean Peninsula.</p>
HEIGHT	WEIGHT	
DEPARTMENT OF DISPATCHED		
SIGNATURE		
DATE FOR EXPIRATION		
EAST NUMBER 002263		DATE NUMBER

### Japanese Self-defense Force Identification

海上自衛官(准海尉・幹部)  
JMSDF WARRANT/COMMISSIONED OFFICER





海上自衛官(海曹・海士)  
JMSDF ENLISTED





海上自衛隊事務官  
JMSDF CIVILIAN





## 陸上自衛官 JGSDF



JGSDF Enlisted



JGSDF Officer

## 航空自衛官 JASDF



JASDF Enlisted



JASDF Officer



COMFLEACTSASEBOINST 5500.1H  
XX Mar 2022

**Temporary Vehicle Pass**

8/21/2021

COMNAVSTA M11 Air Highway Operations Center - CLCOC

**SAMPLE 1**

**22-SEP-2021 C 31-DEC-2022**

Temporary Pass Number : B9997352

Registered On : 22-SEP-2021

Expires On : 31-DEC-2022

Registered to : SASEBO SANGYO, NAGASAKI INDUSTRIES : SCTY SASEBO

Identified By : DL

Vehicle VIN : ABCD1234567

Vehicle Plate Number : SASEBO 123A4567

Vehicle Make : TOYOTA

Vehicle Model : XXX

Vehicle State/Territory :

Vehicle Color : White

Vehicle Style : Station Wagon

**Restrictions : PIER ACCESS AUTHORIZED**

Entry onto military reservation by vehicle registration, whether permanent or temporary, acknowledges the compliance with Title 18, United States Code. I hereby certify I will abide by all Federal and State laws, including security regulations, traffic laws, the maintaining of insurance coverage for vehicle, and state law pertaining to what is applicable. I understand my vehicle and person is subject to search by concerned authority while at said military reservation.

Signature : 



## Next Generation U.S. DoD/Uniformed Services ID (USID) Card Identification Chart

Initial issuance of the Next Generation Uniformed Services Identification (USID) card will begin in July 2020 at select DoD ID card facilities, with phased implementation at all DoD ID card facilities projected to be completed by January 2021. The Next Generation USID card transitions the current card to plastic cardstock with enhanced security features and updated topology; the Next Generation USID card does not change the populations who are eligible to receive the current card.

### Armed Forces of the United States Geneva Conventions Identification Card



RECIPIENTS: Members of the Individual Ready Reserves and Inactive National Guard; Non-CAC eligible civilian noncombatant personnel deployed in conjunction with military operations overseas.

### U.S. Department of Defense / Uniformed Services Sponsor Identification and Privilege Card



RECIPIENTS: Members entitled to retired pay; members on the Temporary Disability Retired List (TDRL); members on the Permanent Disability Retired List (PDRL); Retired members of the Reserves and National Guard; Medal of Honor recipients; 100% Disabled Veterans (DAV); Former members in receipt of retired pay; Transitional Health Care Member (TAMP); Full-time, paid United Service Organizations (USO) personnel when serving OCONUS; United Seaman's Service (USS) Personnel OCONUS; Officers and Crews of MSC Vessels deployed to Foreign Countries; and select Employer Support of the Guard and Reserve (ESGR) personnel. Other benefits-eligible categories as described in DoD Policy.



### U.S. Department of Defense / Uniformed Services Dependent Identification and Privilege Card



RECIPIENTS: Dependents of: active duty Service members of the regular components; Reserve component Service members on active duty for more than 30 days; retirees; Medal of Honor recipients; Former Members in Receipt of Retired Pay; Transitional Health Care Members (TAMP); 100% DAVs; Ship's Officers and Crewmembers of NOAA Vessels; Reserve Members not on Active Duty or in Receipt of Retired Pay; Former Members not in Receipt of Retired Pay; and Reserve Service

#### COLOR CODING

BLUE: NON-U.S. CITIZEN PERSONNEL AND THEIR DEPENDENTS

GREEN: ALL U.S. CITIZEN PERSONNEL UNDER CONTRACT TO THE DOD (OTHER THAN THOSE REQUIRING A GENEVA CONVENTIONS CARD) AND THEIR DEPENDENTS

WHITE: CURRENT/FORMER UNIFORMED SERVICE MEMBERS, THEIR DEPENDENTS, AND ALL REMAINING PERSONNEL



FOR MORE INFORMATION REGARDING THE NEXT GENERATION USID CARD, VISIT [WWW.CAC.MIL](http://WWW.CAC.MIL)  
Unauthorized reproduction, imitation, or likeness of the USID Card is punishable under 18 U.S.C. Section 701.



**LIST OF ESSENTIAL PERSONNEL**  
**EMERGENCY ESSENTIAL - MISSION ESSENTIAL**

**DEPT / ORGANIZATION:**

**POC ( NAME, DSN # ) :**

**Date Of Update (DD/MMM/YY):**

**Please email this Document to M-SA-CFAS-PHYSEC@FE.NAVY.MIL. Please make sure this document is keep up to date.**

	LAST NAME	FIRST NAME	DOB ( DD / MMM / YY )	PRD	RANK	CAC (Y/N)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						