



# SPONSORING GUESTS

- All U.S. Forces personnel, U.S. civilian employees, JSDF active duty personnel and their family members whom are 18 and over are authorized to escort up to (7) guests with (2) vehicles during guest hours.
- Family members 16 and 17 years of age are authorized (7) guests and no vehicles during.
- Everyone is required to obtain a Guest Pass and Vehicle Pass prior to accessing the installation.



# VEHICLE/GUEST PASSES

- Vehicle Passes and Guest Passes must be returned to the Pass Office OR one of the red boxes located at pedestrian Main Gate or East Gate, prior to expiration upon exiting the installation.
- \*\*Note:** There will be an additional box added at the Main Gate outbound lane to facilitate drivers exiting the installation returning guest passes.



# House Guest Passes

- All Guests who are visiting U.S. military personnel or U.S. civilian employees permanently attached to/or living onboard NAF Atsugi will receive an "Escorted" House Guest Pass to facilitate base access.
- A "Unescorted" Guest Pass will only be issued upon a favorable background check.
- Individual(s) desiring "Unescorted" shall submit SECNAV form 5512/. This form may be obtained/returned from the VRO/Pass Office.





# GOLF PASSES

- Japanese citizens desiring an MWR Golf Pass will be required to submit a favorable background check and a Golf Gate Pass Request via the MWR Golf Director to the Pass Office 90 days prior to desired access.
- Card holders are authorized to escort 3 guests and 1 vehicle.
- Each guest will be required to get a Visitor Pass.
- Card holders will be required to obtain a Vehicle Pass.